

Missouri First Steps Reference Manual



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Overview

Welcome to the Missouri First Steps Reference Manual. The purpose of this manual is to provide you with a powerful reference guide to help you use the Missouri First Steps web application. This manual has been compiled from the How Do I help topics included as part of the Missouri First Steps online help system. How Do I help topics get their name from the fact that they answer the question, "How do I complete this task?" Each of these topics includes a step-by-step exercise that walks you through a specified task. And, because this manual is compiled from help topics included in the Missouri First Steps web application, you can access the appropriate exercises online whenever you are using the application.






The How Do I topics in this manual are an excellent source for looking up specific tasks and organized for easier accessibility. So for example, if you need to know how to view a provider's specialties, you simply look in the Table of Contents for the section entitled How Do I View a Provider's Specialty List. Once you know the topic's page number, you can open the manual to that page and begin the exercise.

As you can see, this manual is an excellent resource for looking up the individual tasks that make up the processes that you'll be using every day. The manual is divided into a few distinct areas. Take a minute to look at the Table of Contents and flip through the manual to familiarize yourself with the information it holds so that the next time you need a piece of information quickly, you'll know where to find it.

Getting Started

Navigating Help...

Within the help system, navigation buttons are displayed in the panel along the top of the web page. The following list describes each of the navigation buttons:

- Click the  **Contents** button to access the help system's table of contents.
- Click the  **Index** button to access the help system's index.
- Click the  **Glossary** button to access the help system's glossary of terms.
- Click the  **Search** button to access the help system's search function.
- Click the  **How Do I** button display a list of all How Do I topics within the help system.

The contents, index, glossary, and search function are displayed in a pane on the left-hand side of the help system web page. The How Do I List is the only exception--it is displayed in this pane on the right-hand side of the web page.




To navigate to a previously displayed help topic click the web browser's **Back** button. For more information on navigating web pages, refer to your web browser's help file.

To print the currently displayed help topic, click the web browser's **Print** button. For more information on printing web pages, refer to your browser's help file.


How Do I Find a Help Topic

Use this exercise to find a help topic quickly and easily within the help system. There are four unique ways of locating a help topic. Use the method that you find most useful.



Complete the following steps to find a help topic using the table of contents:

1. Click the  **Contents** button to display the help system's table of contents panel on the left-hand side of the web page.
2. Browse through the help topics, displayed by category.
3. Click a book  to display the help topics it contains.
4. Click a page  to display a selected help topic.


Complete the following steps to find a help topic using the index:

1. Click the  **Index** button to display the help system's index panel on the left-hand side of the web page.
2. Browse through the keywords, listed alphabetically. **OR** Type a keyword or phrase in the text box to highlight a specific help topic.
3. Click a keyword in the index to display the help topic.

Complete the following steps to find a help topic using the search:

1. Click the  **Search** button to display the help system's search panel on the left-hand side of the web page.
2. Type a keyword or phrase in the text box.
3. Click the  button to begin the search.
4. Browse through the list of returned topics, sorted alphabetically.
5. Click a topic in the list to display a selected help topic.

Complete the following steps to find a How Do I help topic using the How Do I List:

1. Click the  **How Do I** button to display the help system's *How Do I List* on this side of the web page.
2. Browse through the list of topics, displayed alphabetically.
3. Click a topic in the list to display the selected help topic.

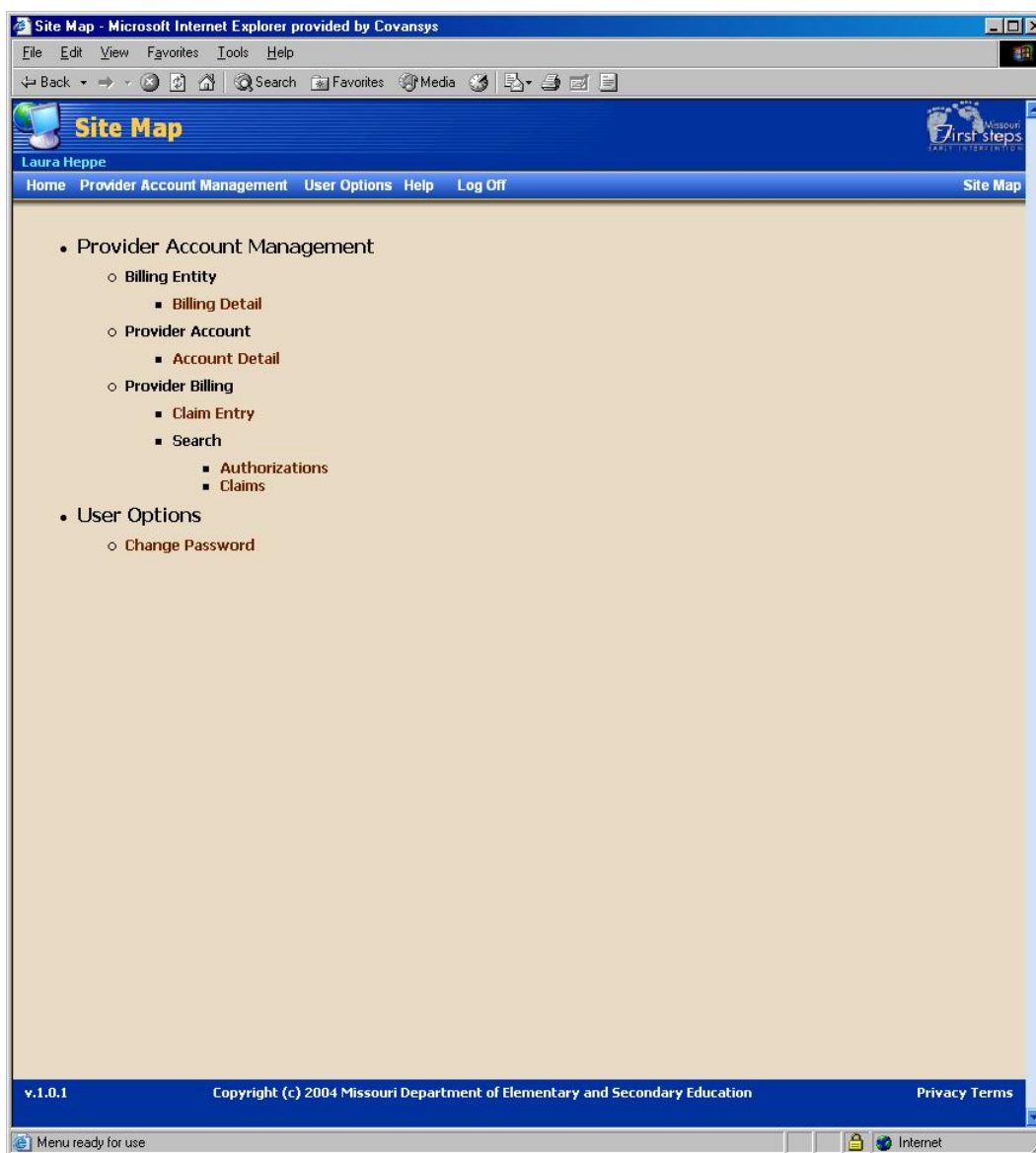
 **Note:** When you have found the help topic you were looking for using one of the methods listed above, you can click on the  button to hide the left-hand panel.

How Do I View the Application Site Map

Use this exercise to view and navigate to all pages contained within the application.

Complete the following steps to finish this exercise:

1. Select the **Site Map** menu option. The [Site Map](#) page displays.




2. Click on the links displayed to navigate to a specific page within the application.

 **Tip:** All pages contained within the application are displayed on the Site Map page.

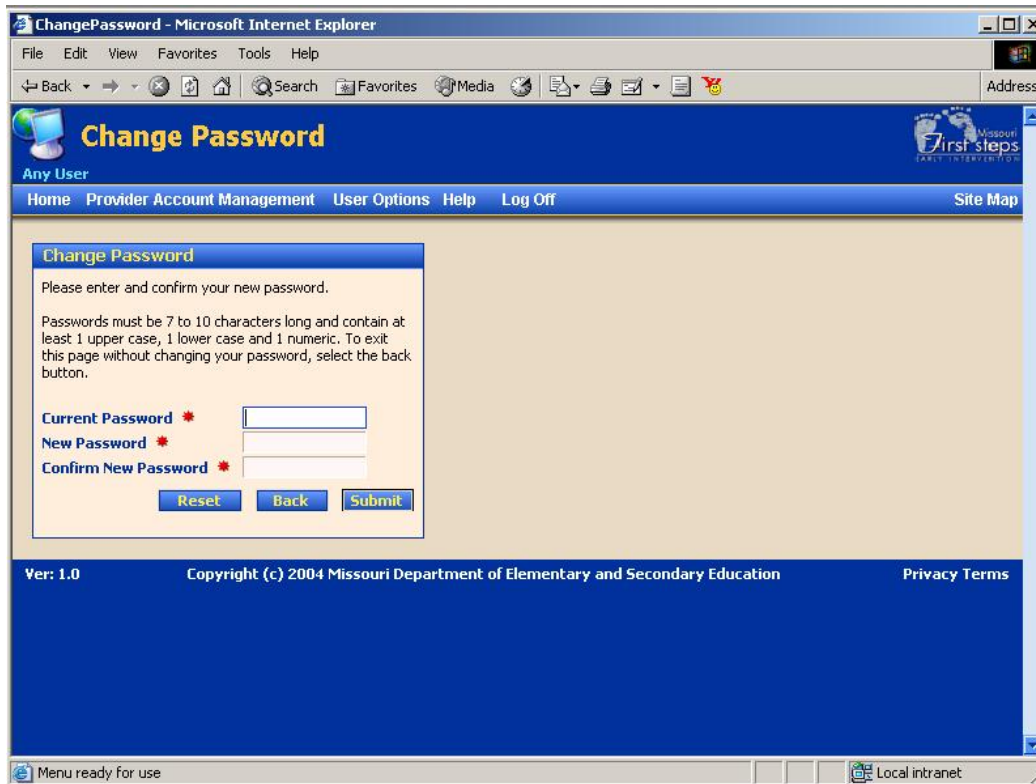
How Do I Change User Password Information

Use this exercise change your user password information.

 **Note:** Passwords must be 7 to 10 characters long and must contain at least 1 upper case character, 1 lower case character, and 1 numeric character.

Complete the following steps to finish this exercise:

1. On the **User Options** pull-down menu, select the **Change Password** menu option. The [Change Password](#) page displays.



2. Enter **Current Password**.
3. Enter your **New Password**.
4. Enter your new password again in **Confirm New Password**.
5. Click **Submit**.

Billing Entities

How Do I Enter or Update Billing Entity Detail Information

Use this exercise to see how to enter or update detailed information about a billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

The screenshot shows a web browser window titled "Payee Detail - Microsoft Internet Explorer". The page is titled "Billing Entity Detail" and has a navigation bar with links: Home, Provider Account Management, User Options, Help, Log Off, and Site Map. Below the navigation bar are tabs: Billing Detail, Sites, Providers, Email Notification, Agreements, and Payments. The main content area displays the following information:


Billing Entity Name	Any Agency		
Tax ID	111111111		
Status	Active		
Legal Status	Agency		
Address	Any Address1	Phone	111-111-1111
	Any Address2	Mobile	111-111-1111
		Phone2	111-111-1111
City	Any City	Phone3	
State/Zip	MO 64157	Fax	
Email		Contact	Any Contact
EFT Status	Inactive		

At the bottom right of the form are three buttons: Reset, Back, and Save. The footer of the page contains the text: Ver: 1.0, Copyright (c) 2004 Missouri Department of Elementary and Secondary Education, and Privacy Terms. The browser status bar at the bottom shows "Menu ready for use" and "Local intranet".

3. Enter or update the following information as necessary:

- Phone
- Mobile
- Phone2
- Phone3
- Fax
- Email

- Contact
4. Click **Save**.

 **Tip:** The other information displayed on this page is read-only and cannot be changed.

How Do I View a List of Billing Entity Sites

Use this exercise to view a list of sites associated with a specific billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

Payee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address

Billing Entity Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements Payments

Billing Entity Name Any Agency

Tax ID 111111111

Status Active

Legal Status Agency

Address Any Address1 Any Address2

City Any City

State/Zip MO 64157

Phone 111-111-1111

Mobile 111-111-1111

Phone2 111-111-1111

Phone3

Fax

Email

EFT Status Inactive

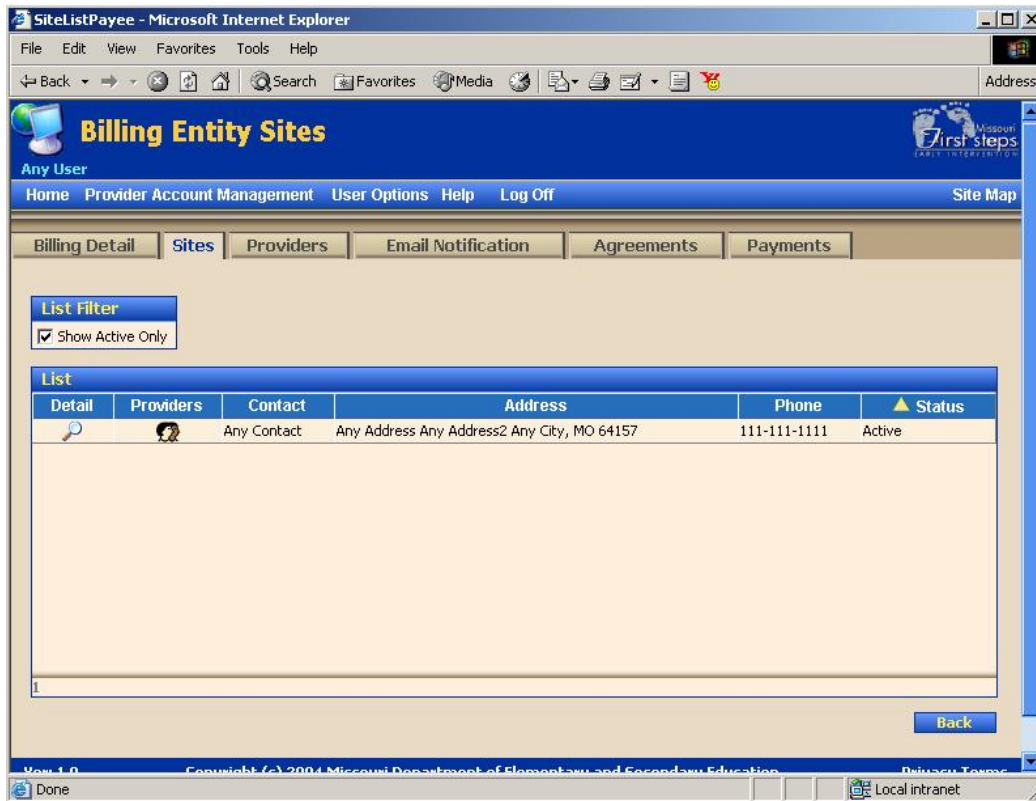
Contact Any Contact

Reset Back Save

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

3. Click the **Sites** tab. The [Billing Entity Sites](#) page displays.



4. View a list of the sites currently associated with the billing entity in the **List** table.

Tip: You can click the **Show Active Only** check box to view only the sites that are currently active.

How Do I View and/or Update a Billing Entity's Site Detail Information

Use this exercise to view and/or update site-specific detail information for a billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

Payee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Billing Entity Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements Payments

Billing Entity Name Any Agency

Tax ID 111111111

Status Active

Legal Status Agency

Address Any Address1 Any Address2

City Any City

State/Zip MO 64157

Phone 111-111-1111

Mobile 111-111-1111

Phone2 111-111-1111

Phone3

Fax

Email

EFT Status Inactive

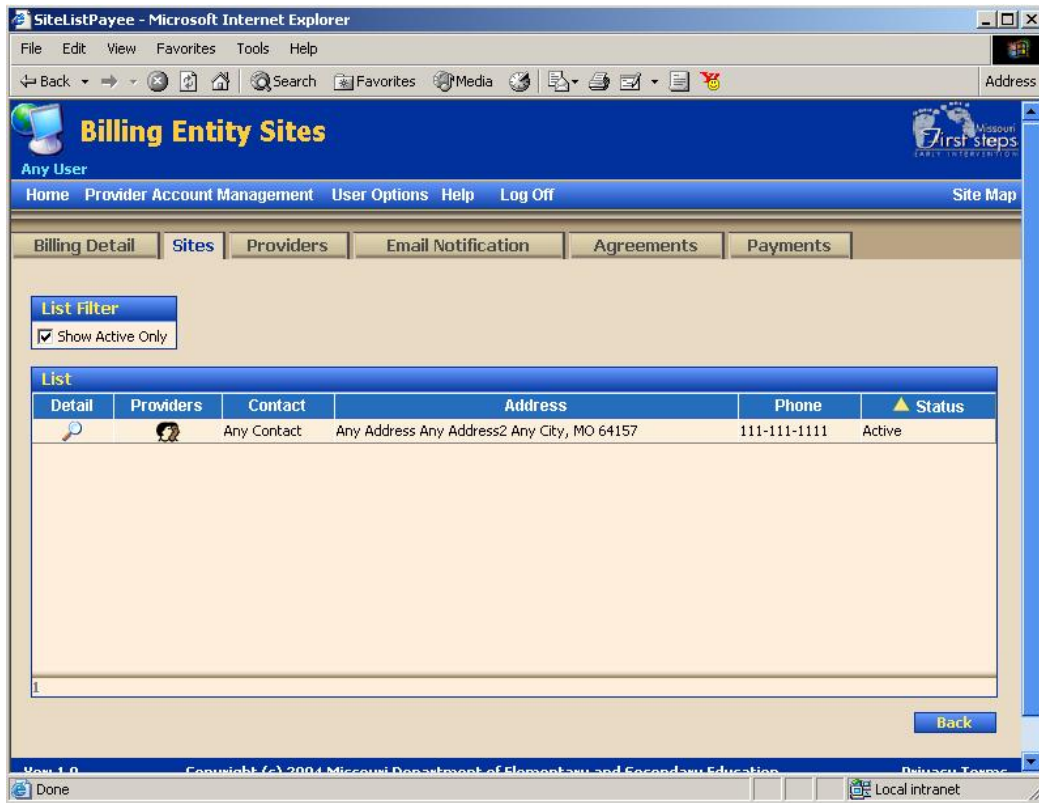
Contact Any Contact

Reset Back Save

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

3. Click the **Sites** tab. The [Billing Entity Sites](#) page displays.



4. Click the **Detail** icon next to a specific site in the **List** table. The [Site Detail](#) page displays.

Site Detail - Microsoft Internet Explorer

Description
Status Active **Active Date** 07/30/2002

Address Any Address **Phone** 111-111-1111
 Any Address2 **Mobile**
 Phone2
City Any City **Phone3**
State/Zip MO 64157 **Fax** 111-111-1111

Email **Contact** Any Contact

One or More Provider Accounts may use this Site for

Payment Site	Yes	Correspondence Site	Yes
Service Site	Yes	Admin Only	No


Reset **Close** **Save**

 **Note:** To update the site's detail information, complete the remaining steps in this exercise.

5. Update the following information as necessary:

- Phone
- Mobile
- Phone2
- Phone3
- Fax
- Email
- Contact

6. Click **Save**.

 **Tip:** The other information displayed on this page is read-only and cannot be changed.

How Do I View a List of Billing Entity Providers by Site

Use this exercise to view all the providers who use a specific site for service, correspondence or payments.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

Payee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address

Billing Entity Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements Payments

Billing Entity Name Any Agency

Tax ID 111111111

Status Active

Legal Status Agency

Address Any Address1 Any Address2

City Any City

State/Zip MO 64157

Phone 111-111-1111

Mobile 111-111-1111

Phone2 111-111-1111

Phone3

Fax

Email

EFT Status Inactive

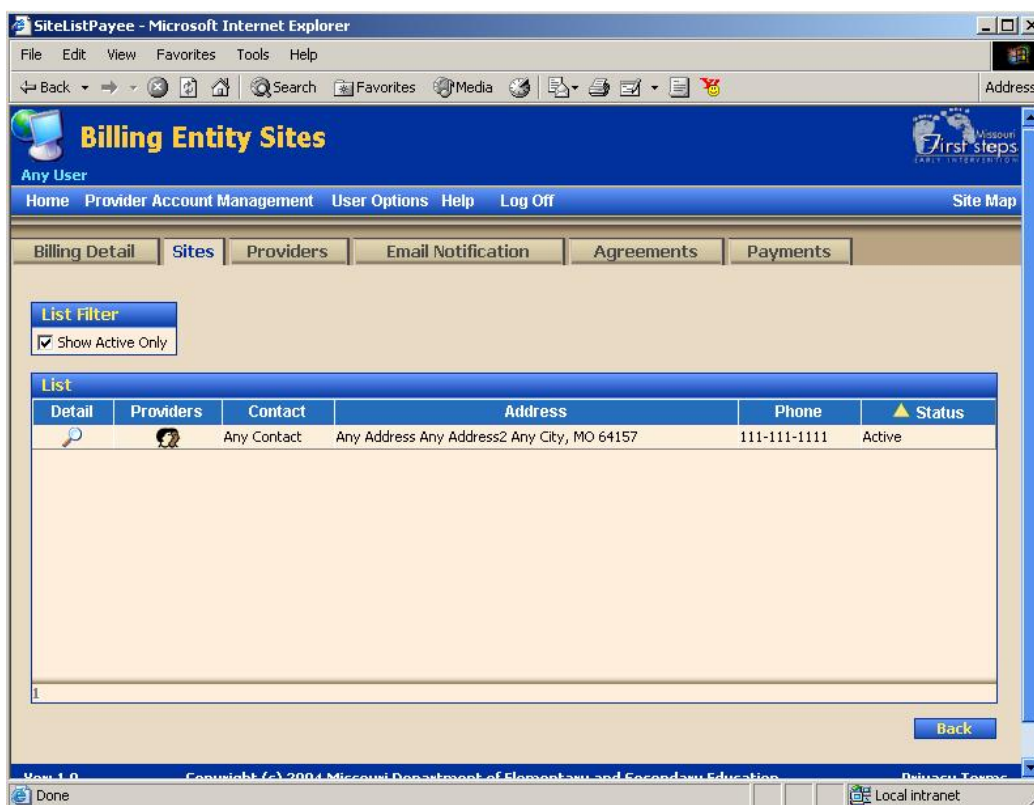
Contact Any Contact

Reset Back Save

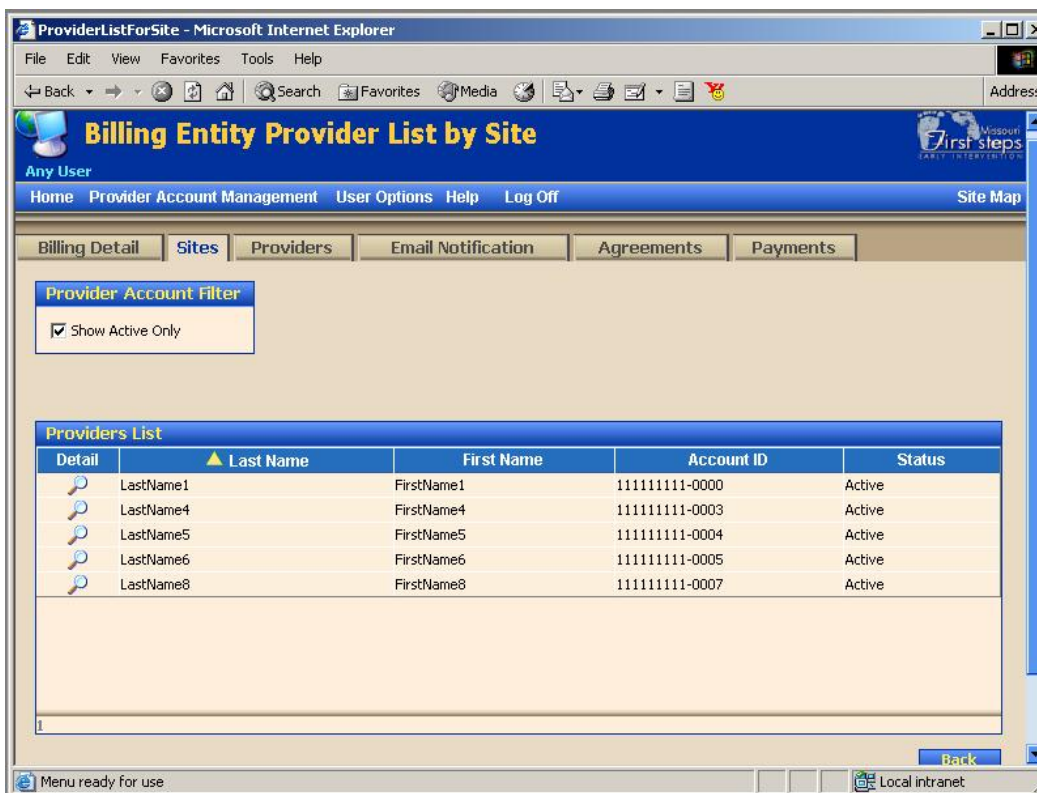
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Menu ready for use Local intranet

3. Click the **Sites** tab. The [Billing Entity Sites](#) page displays.



4. Click the **Providers** icon next to a specific site in the **List** table. The [Billing Entity Providers List by Site](#) page displays.



5. View a list of the providers currently associated with the site in the **Providers List** table.

 **Tip:** You can click the **Show Active Only** check box to view only the providers that are currently active.

How Do I View Detailed Information for a Billing Entity Provider by Site

Use this exercise to view detailed information about a billing entity provider by site.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

Billing Entity Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements Payments

Billing Entity Name Any Agency
Tax ID 111111111
Status Active
Legal Status Agency

Address Any Address1 **Phone** 111-111-1111
Any Address2 **Mobile** 111-111-1111
Phone2 111-111-1111
Phone3
Fax

City Any City
State/Zip MO 64157

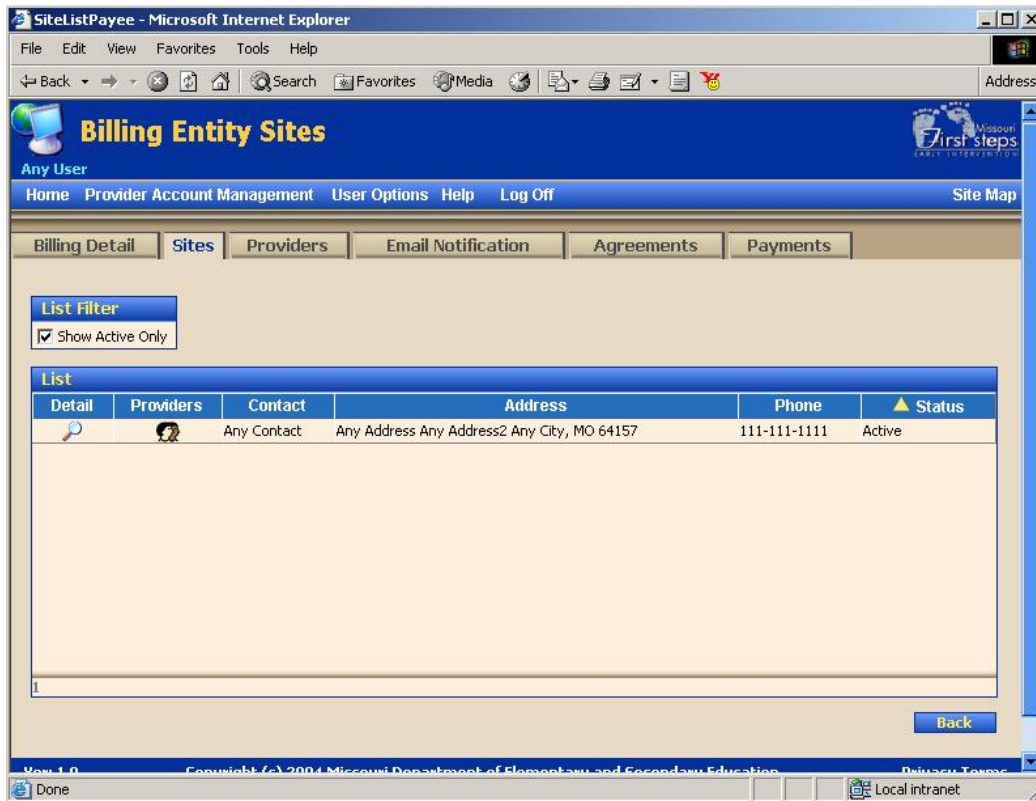
Email
EFT Status Inactive **Contact** Any Contact

Reset Back Save

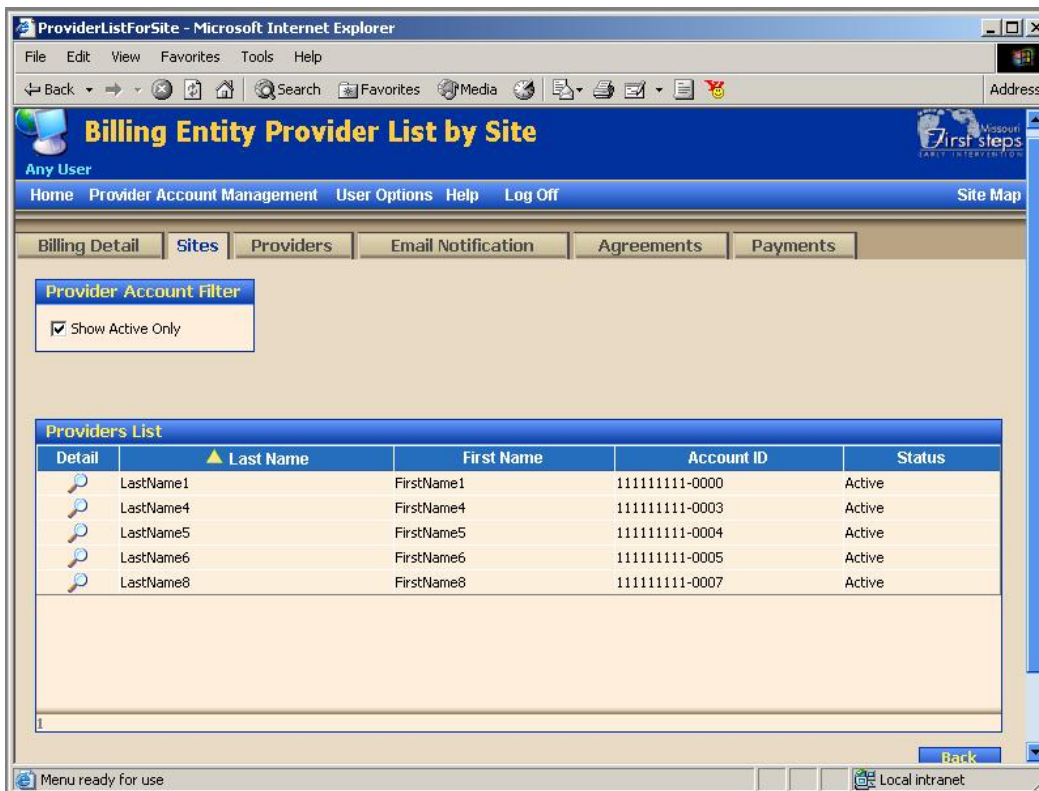
Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

3. Click the **Sites** tab. The [Billing Entity Sites](#) page displays.



- Click the **Providers** icon next to a specific site in the List table. The [Billing Entity Provider List by Site](#) page displays.



- Click the **Detail** icon next to a specific provider in the Providers List table.
The [Provider Account Detail](#) page displays.

Provider Account Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification Agreements

Provider First Name FirstName1 MI Last Name LastName1

Agency/Billing Name Any Agency

Provider Account ID 11111111-0000

Medicaid ID

Account Active Date 7/30/2002 To

Prov. Enrollment Date 2/19/2002

Degree

E-Signature On File

Prov. Acct. Address

Phone 111-111-1111

Mobile

Phone2

Phone3

Fax

City

State/Zip

Email

Specialty List Reset Back Save

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- View the provider's detail information.

Tip: The information displayed on this page is read-only and cannot be changed.

How Do I View a List of Billing Entity Providers

Use this exercise to view a list of all the provider accounts who use a specific billing entity's Tax ID number, and/or to view a list of all the provider accounts whose payments are paid to a specific billing entity.

Complete the following steps to finish this exercise:

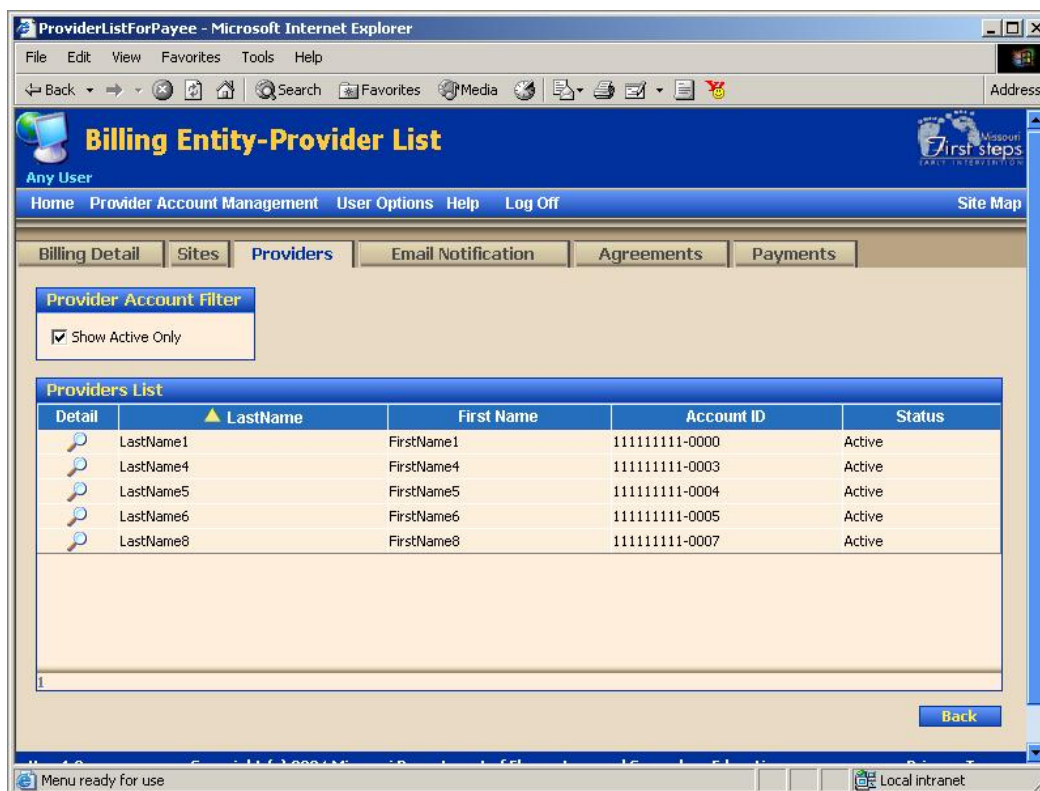
1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

The screenshot shows a web browser window titled "Payee Detail - Microsoft Internet Explorer". The page is titled "Billing Entity Detail" and is for "Any User". The navigation bar includes "Home", "Provider Account Management", "User Options", "Help", "Log Off", and "Site Map". Below the navigation bar are tabs for "Billing Detail", "Sites", "Providers", "Email Notification", "Agreements", and "Payments". The "Billing Detail" tab is active, displaying the following information:

Billing Entity Name	Any Agency		
Tax ID	111111111		
Status	Active		
Legal Status	Agency		
Address	Any Address1	Phone	111-111-1111
	Any Address2	Mobile	111-111-1111
		Phone2	111-111-1111
City	Any City	Phone3	
State/Zip	MO 64157	Fax	
Email	<input type="text"/>		
EFT Status	Inactive	Contact	Any Contact

At the bottom right of the form are buttons for "Reset", "Back", and "Save". The footer includes "Ver: 1.0", "Copyright (c) 2004 Missouri Department of Elementary and Secondary Education", and "Privacy Terms". The status bar at the bottom indicates "Menu ready for use" and "Local intranet".

3. Click the **Providers** tab. The [Billing Entity - Provider List](#) page displays.



4. View a list of the providers currently associated with the site in the **Providers List** table.

Tip: You can click the **Show Active Only** check box to view only the providers that are currently active.

How Do I View Detailed Information for a Billing Entity Provider

Use this exercise to view detailed information about a billing entity provider.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

Payee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address

Billing Entity Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements Payments

Billing Entity Name Any Agency

Tax ID 111111111

Status Active

Legal Status Agency

Address Any Address1 Any Address2

City Any City

State/Zip MO 64157

Phone 111-111-1111

Mobile 111-111-1111

Phone2 111-111-1111

Phone3

Fax

Email

EFT Status Inactive

Contact Any Contact

Reset Back Save

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Menu ready for use Local intranet

3. Click the **Providers** tab. The [Billing Entity - Provider List](#) page displays.

Billing Entity-Provider List

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites **Providers** Email Notification Agreements Payments

Provider Account Filter

☒ Show Active Only

Providers List

Detail	▲ LastName	First Name	Account ID	Status
	LastName1	FirstName1	11111111-0000	Active
	LastName4	FirstName4	11111111-0003	Active
	LastName5	FirstName5	11111111-0004	Active
	LastName6	FirstName6	11111111-0005	Active
	LastName8	FirstName8	11111111-0007	Active

Back

4. Click the **Detail** icon next to a specific provider in the **Providers List** table. The [Provider Account Detail](#) page displays.

Provider Account Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification Agreements

Provider First Name: FirstName1 MI Last Name: LastName1

Agency/Billing Name: Any Agency

Provider Account ID: 11111111-0000

Medicaid ID:

Account Active Date: 7/30/2002 To

Prov. Enrollment Date: 2/19/2002

Degree:

E-Signature: On File

Prov. Acct. Address:

City:

State/Zip:

Phone: 111-111-1111

Mobile:

Phone2:

Phone3:

Fax:

Email:

Specialty List Reset Back Save


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5. View the provider's detail information.

 **Tip:** The information displayed on this page is read-only and cannot be changed.

How Do I View and/or Update a Billing Entity's Email Notifications

Use this exercise to view and/or update a billing entity's email notification triggers.

 **Note:** Email notifications are sent to the email address listed on the [Billing Entity Detail](#) page. If an email notification is selected and a corresponding email address does not exist, an email notification will not be sent.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

3. Click the **Email Notification** tab. The [Billing Entity Email Notification](#) page displays.

PayeeEmailNotification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Billing Entity Email Notification

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers **Email Notification** Agreements Payments

Select the events to receive the email notification.

Notify me when...

Billing Entity

- ☐ Contact Information is updated for Billing or Site
- ☐ 278-Authorization File is ready for Agency Providers
- ☐ New Agreement Attestation is Required
- ☐ 835-Remittance Advice File Available For Download
- ☐ Provider Account Inactivated
- ☐ 277-Claim Status Response File is Available

Reset Back Save

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Menu ready for use Local intranet

4. Update the following check box selections as necessary:
 - Contact Information is updated for Billing or Site
 - 278-Authorization File is ready for Agency Providers
 - New Agreement Attestation is Required
 - 835-Remittance Advice File Available For Download
 - Provider Account Inactivated
 - 277-Claim Status Response File is Available
5. Click **Save**.

How Do I View and/or Update a Billing Entity's Payee Agreements

Use this exercise to view and/or update a billing entity's payee agreements.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

Payee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address

Billing Entity Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements Payments

Billing Entity Name Any Agency

Tax ID 111111111

Status Active

Legal Status Agency

Address Any Address1 Any Address2

Phone 111-111-1111

Mobile 111-111-1111

Phone2 111-111-1111

Phone3

Fax

City Any City

State/Zip MO 64157

Email

EFT Status Inactive

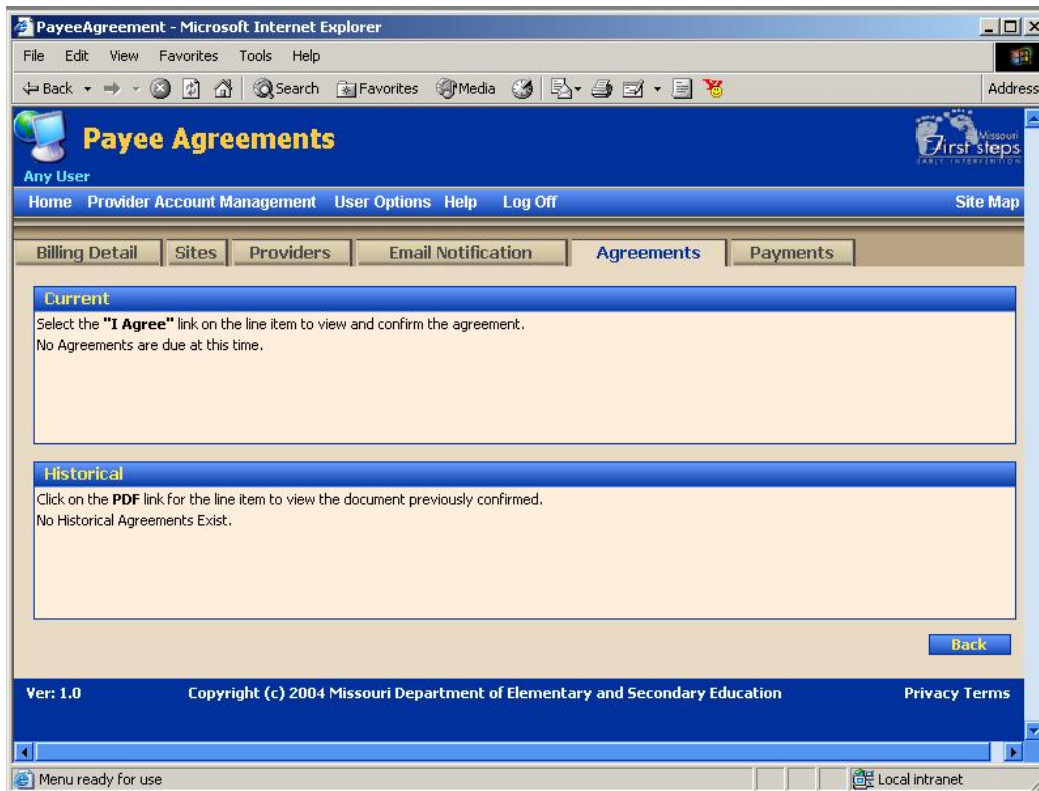
Contact Any Contact

Reset Back Save

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Menu ready for use Local intranet

3. Click the **Agreements** tab. The [Payee Agreements](#) page displays.



4. To update current payee agreements, select the **I Agree** link under **Current** to view and confirm a specific agreement.
5. To view detailed information about historical payee agreements, select the **PDF** link under **Historical**.

How Do I View a List of Payments for a Billing Entity

Use this exercise to view a list of payments associated with a specific billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The [Billing Entity Detail](#) page displays.

Payee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Billing Entity Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements Payments

Billing Entity Name Any Agency

Tax ID 111111111

Status Active

Legal Status Agency

Address Any Address1 Any Address2

City Any City

State/Zip MO 64157

Phone 111-111-1111

Mobile 111-111-1111

Phone2 111-111-1111

Phone3

Fax

Email

EFT Status Inactive

Contact Any Contact

Reset Back Save

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Menu ready for use Local intranet

3. Click the **Payments** tab. The [Payments](#) page displays.

Missouri First Steps Reference Manual

Payment - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media

Payments

Laura Heppe

Home Provider Account Management User Options Help Log Off Site Map

Billing Detail Sites Providers Email Notification Agreements **Payments**

Billing Entity Name Laura Yvonne (Whetzel)

Payment Reference #	Payment Date	Payment Amount
10013915	3/26/2004	\$690.00
10013487	3/12/2004	\$3,307.00
	2/19/2004	\$0.00
10012644	2/13/2004	\$3,553.00
10012083	1/26/2004	\$584.00
10011661	1/9/2004	\$3,158.00
10011117	12/24/2003	\$313.00
10010528	12/9/2003	\$4,577.50
10010186	11/26/2003	\$602.00
10009527	11/7/2003	\$5,748.50
10008974	10/22/2003	\$2,305.00
	10/14/2003	\$0.00
10008573	10/10/2003	\$8,053.50
10007635	9/12/2003	\$550.00
10007417	9/8/2003	\$7,498.00

1 2

Back

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

4. View a list of the payments currently associated with the billing entity in the **Payments** table.

Provider Communications

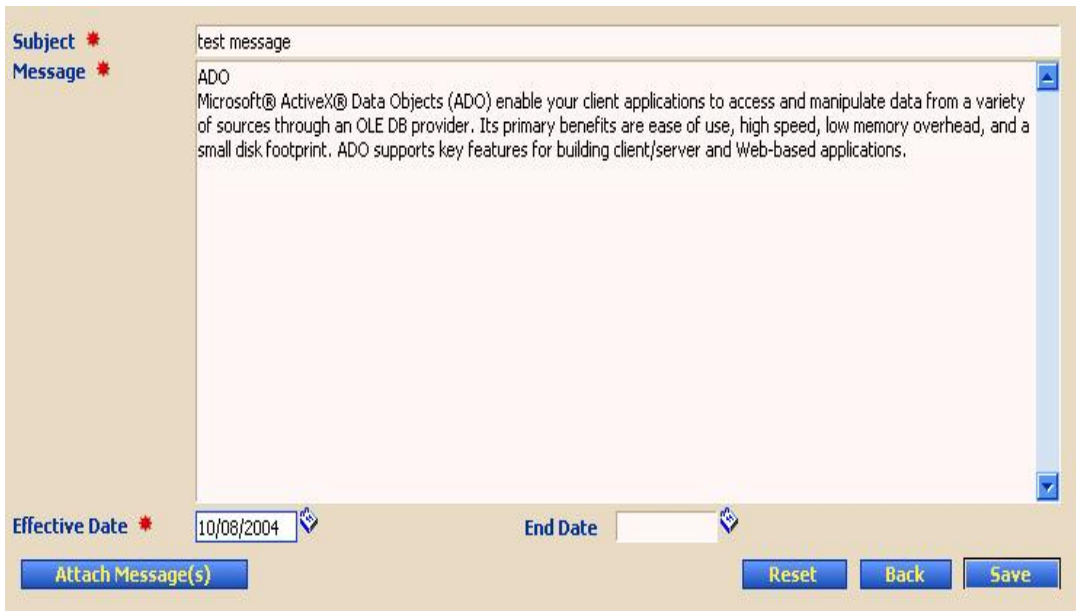
How Do I Compose a New Message

Use this exercise to compose a new message for providers.

 **Note:** This exercise can only be performed by specific users who have access to this feature.


Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Compose Message** menu option. The [Message Detail](#) page displays.




The screenshot shows a web form titled "Message Detail". On the left, there are two labels: "Subject" and "Message", each with a red asterisk indicating a required field. The "Subject" field contains the text "test message". The "Message" field is a large text area containing the text "ADO" followed by a paragraph: "Microsoft® ActiveX® Data Objects (ADO) enable your client applications to access and manipulate data from a variety of sources through an OLE DB provider. Its primary benefits are ease of use, high speed, low memory overhead, and a small disk footprint. ADO supports key features for building client/server and Web-based applications." Below the text area, there are two date fields: "Effective Date" and "End Date". The "Effective Date" field contains "10/08/2004" and has a calendar icon. The "End Date" field is empty and also has a calendar icon. At the bottom left is a button labeled "Attach Message(s)". At the bottom right are three buttons: "Reset", "Back", and "Save".

2. In **Subject**, enter the subject of the message. You can enter up to 256 characters in this text box.
3. In **Message**, enter the contents of the message. You can enter up to 10,000 characters in this text box.
4. In **Effective Date**, enter the date of which the message becomes effective. You can enter up to 8 numeric digits in this text box.
8. In **End Date**, enter the date on which the message becomes ineffective as necessary. You can enter up to 8 numeric digits in this text box.

 **Note:** The **End Date** is not required. A message can be saved without an **End Date**, and the **End Date** may be added at a later time.

9. Click **Save**.

 **Tip:** A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed. You can attach additional messages to the end of this message by clicking **Attach Message(s)**. For more information, see [How Do I Attach Additional Messages to an Existing Message](#).

How Do I Attach Additional Messages while Composing a New Message

Use these exercises to attach additional messages while composing a new message.


 **Note:** This exercise can only be performed by specific users who have access to this feature. You can only attach additional messages to a message that is currently active.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Compose Message** menu option. The [Message Detail](#) page displays.



2. In **Subject**, enter the subject of the message. You can enter up to 256 characters in this text box.
3. In **Message**, enter the contents of the message. You can enter up to 10,000 characters in this text box.
4. In **Effective Date**, enter the date of which the message becomes effective. You can enter up to 8 numeric digits in this text box.
5. In **End Date**, enter the date on which the message becomes inactive as necessary. You can enter up to 8 numeric digits in this text box.

 **Note:** The **End Date** is not required. A message can be saved without an **End Date**, and the **End Date** may be added at a later time.

6. Click **Attach Message(s)**. The [Attach Messages](#) page displays.

Message Search

Effective Date To Subject **Search**

Select	Subject	Effective Date
<input type="checkbox"/>	additional	10/8/2004
<input type="checkbox"/>	child	10/8/2004
<input type="checkbox"/>	date testing	10/8/2004
<input type="checkbox"/>	detail	10/8/2004
<input type="checkbox"/>	detect	10/8/2004
<input type="checkbox"/>	enroll	10/8/2004
<input type="checkbox"/>	enroll period	10/8/2004
<input type="checkbox"/>	functional	10/8/2004

1 2 > >|

Close **Attach Message(s)**

7. Under **Message Search**, complete information in the following fields as necessary to filter the list of messages displayed in the **Message List** table:
 - In **Effective Date**, enter or select the starting date of the date range on which to search.
 - In **To**, enter or select the ending date of the date range on which to search.

OR

 - In **Subject**, enter the subject of the message on which to search.
8. Click **Search**.
9. Click the check box in the **Select** column to next to each message to attach.
10. Click **Attach Message(s)**. The [Message Detail](#) page displays.


Subject * test message

Message *
 ADO
 Microsoft® ActiveX® Data Objects (ADO) enable your client applications to access and manipulate data from a variety of sources through an OLE DB provider. Its primary benefits are ease of use, high speed, low memory overhead, and a small disk footprint. ADO supports key features for building client/server and Web-based applications.

Effective Date * 10/08/2004 **End Date**

Attach Message(s) **Reset** **Back** **Save**

11. Click **Save**.

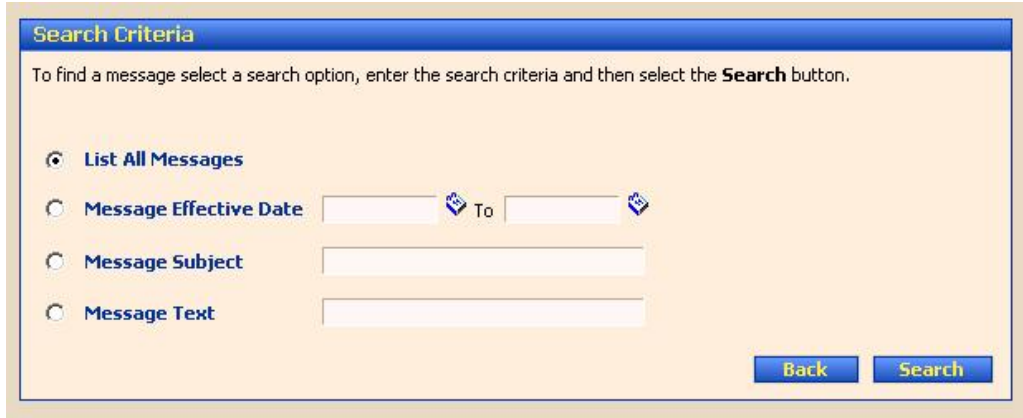
 **Tip:** A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed.

How Do I Search for Messages

Use this exercise to search for one or more messages that currently exist within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Search Messages** menu option. The [Search For Messages](#) page displays.

The screenshot shows a web form titled "Search Criteria" with a blue header bar. Below the header, a light orange box contains the text: "To find a message select a search option, enter the search criteria and then select the **Search** button." There are four radio button options: "List All Messages" (which is selected), "Message Effective Date", "Message Subject", and "Message Text". The "Message Effective Date" option has two adjacent text input fields with a "To" label between them. The "Message Subject" and "Message Text" options each have a single text input field. At the bottom right of the form, there are two blue buttons labeled "Back" and "Search".

2. Select one of the following radio buttons and enter filter criteria in the appropriate fields as necessary to perform a search:
 - Select the **List All Messages** radio button to perform a search for all messages that exist.
 - Select the **Message Effective Between** radio button and enter a date range to perform a search by effective date.
 - Select the **Message Subject** radio button and enter partial or complete subject to perform a search by subject
 - Select the **Message Text** radio button and enter specific text to perform a search by content.
3. Click **Search** to perform a search based on the filter criteria entered.

How Do I View a List of Messages

Use this exercise to view a list of messages.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The [List Messages](#) page displays.

List Messages			
Detail	Subject	Effective Date	End Date
	additional	10/8/2004	12/30/3999
	child	10/8/2004	12/30/3999
	date testing	10/8/2004	10/10/2004
	detail	10/8/2004	12/30/3999
	detect	10/8/2004	12/30/3999
	enroll	10/8/2004	12/30/3999
	enroll period	10/8/2004	12/30/3999
	functional	10/8/2004	12/30/3999
	hig	10/8/2004	12/30/3999
	household	10/8/2004	12/30/3999
	intake	10/8/2004	12/30/3999
	.	10/8/2004	12/30/3999

1 2 > >|

Advance Search Back

2. View a list of the currently messages in the **List Messages** table.

How Do I View the Details of an Existing Message

Use this exercise to the details of a message that currently exists within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The [List Messages](#) page displays.

Detail	Subject	Effective Date	End Date
	additional	10/8/2004	12/30/3999
	child	10/8/2004	12/30/3999
	date testing	10/8/2004	10/10/2004
	detail	10/8/2004	12/30/3999
	detect	10/8/2004	12/30/3999
	enroll	10/8/2004	12/30/3999
	enroll period	10/8/2004	12/30/3999
	functional	10/8/2004	12/30/3999
	hlg	10/8/2004	12/30/3999
	household	10/8/2004	12/30/3999
	intake	10/8/2004	12/30/3999

1 2 > >|

[Advance Search](#) [Back](#)

2. Click the **Detail** icon next to a specific message in the **List Messages** table. The [Message Detail](#) page displays.

Subject	test message
Message	ADO Microsoft® ActiveX® Data Objects (ADO) enable your client applications to access and manipulate data from a variety of sources through an OLE DB provider. Its primary benefits are ease of use, high speed, low memory overhead, and a small disk footprint. ADO supports key features for building client/server and Web-based applications.
Effective Date	10/08/2004
End Date	12/30/3999

3. View the message's detail information.

How Do I Update an Existing Message



Use this exercise to update an existing message.

 **Note:** This exercise can only be performed by specific users who have access to this feature.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The [List Messages](#) page displays.



Detail	Subject	Effective Date	End Date
	additional	10/8/2004	12/30/3999
	child	10/8/2004	12/30/3999
	date testing	10/8/2004	10/10/2004
	detail	10/8/2004	12/30/3999
	detect	10/8/2004	12/30/3999
	enroll	10/8/2004	12/30/3999
	enroll period	10/8/2004	12/30/3999
	functional	10/8/2004	12/30/3999
	hjc	10/8/2004	12/30/3999
	household	10/8/2004	12/30/3999
	intake	10/8/2004	12/30/3999

1 2 > >|

Advance Search Back

2. Click the **Detail** icon next to a specific message in the **List Messages** table. The [Message Detail](#) page displays.

Subject *
Message *

test message

ADO
Microsoft® ActiveX® Data Objects (ADO) enable your client applications to access and manipulate data from a variety of sources through an OLE DB provider. Its primary benefits are ease of use, high speed, low memory overhead, and a small disk footprint. ADO supports key features for building client/server and Web-based applications.

Effective Date * 10/08/2004 End Date *

Attach Message(s) Reset Back Save

3. Update the following information as necessary:

- Subject
- Message
- Effective Date
- End Date

Tip: A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed.

4. Click **Save**.


How Do I Attach Additional Messages to an Existing Message

Use these exercises to attach additional messages to a previously existing message.

 **Note:** This exercise can only be performed by specific users who have access to this feature. You can only attach additional messages to a message that is currently active.

Complete the following steps to finish this exercise:


1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The [List Messages](#) page displays.



The screenshot shows the 'List Messages' page with a table of messages. The table has columns for 'Detail', 'Subject', 'Effective Date', and 'End Date'. The 'Detail' column contains magnifying glass icons. The 'Subject' column lists various message types. The 'Effective Date' and 'End Date' columns show dates. At the bottom, there are 'Advance Search' and 'Back' buttons.

Detail	Subject	Effective Date	End Date
	additional	10/8/2004	12/30/3999
	child	10/8/2004	12/30/3999
	date testing	10/8/2004	10/10/2004
	detail	10/8/2004	12/30/3999
	detect	10/8/2004	12/30/3999
	enroll	10/8/2004	12/30/3999
	enroll period	10/8/2004	12/30/3999
	functional	10/8/2004	12/30/3999
	hjc	10/8/2004	12/30/3999
	household	10/8/2004	12/30/3999
	intake	10/8/2004	12/30/3999

2. Click the **Detail** icon next to a specific message in the **List Messages** table. The [Message Detail](#) page displays.



The screenshot shows the 'Message Detail' page. It has a 'Subject' field with a red asterisk and a 'Message' field with a red asterisk. The 'Subject' field contains 'test message'. The 'Message' field contains text about ADO (ActiveX Data Objects). Below the fields, there are 'Effective Date' and 'End Date' fields, both with red asterisks. The 'Effective Date' field contains '10/08/2004'. At the bottom, there are 'Attach Message(s)', 'Reset', 'Back', and 'Save' buttons.

3. Click **Attach Message(s)**. The [Attach Messages](#) page displays.

Message Search

Effective Date To Subject **Search**

Select	Subject	Effective Date
<input type="checkbox"/>	additional	10/8/2004
<input type="checkbox"/>	child	10/8/2004
<input type="checkbox"/>	date testing	10/8/2004
<input type="checkbox"/>	detail	10/8/2004
<input type="checkbox"/>	detect	10/8/2004
<input type="checkbox"/>	enroll	10/8/2004
<input type="checkbox"/>	enroll period	10/8/2004
<input type="checkbox"/>	functional	10/8/2004

1 2 > >|

Close **Attach Message(s)**

4. Under **Message Search**, complete information in the following fields as necessary to filter the list of messages displayed in the **Message List** table:
 - In **Effective Date**, enter or select the starting date of the date range on which to search.
 - In **To**, enter or select the ending date of the date range on which to search.

OR

 - In **Subject**, enter the subject of the message on which to search.
5. Click **Search**.
6. Click the check box in the **Select** column to next to each message to attach.
7. Click **Attach Message(s)**. The [Message Detail](#) page displays.

Subject * test message

Message *

ADO
Microsoft® ActiveX® Data Objects (ADO) enable your client applications to access and manipulate data from a variety of sources through an OLE DB provider. Its primary benefits are ease of use, high speed, low memory overhead, and a small disk footprint. ADO supports key features for building client/server and Web-based applications.

Effective Date * 10/08/2004

End Date

Attach Message(s) **Reset** **Back** **Save**

8. Click **Save**.

Tip: A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed.

How Do I Delete an Existing Message

Use this exercise to delete an existing message before its effective date.

 **Tip:** A message cannot be deleted after its **Effective Date** has passed.

Complete the following steps to finish this exercise:


1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The [List Messages](#) page displays.



The screenshot shows the 'List Messages' page with a table of messages. The table has four columns: Detail, Subject, Effective Date, and End Date. The messages listed are: additional, child, date testing, detail, detect, enroll, enroll period, functional, hjg, household, and intake. All messages have an Effective Date of 10/8/2004 and an End Date of 12/30/3999. At the bottom of the table, there are navigation buttons: '1', '2', '>', and '>|'. Below the table, there are two buttons: 'Advance Search' and 'Back'.

Detail	Subject	Effective Date	End Date
	additional	10/8/2004	12/30/3999
	child	10/8/2004	12/30/3999
	date testing	10/8/2004	10/10/2004
	detail	10/8/2004	12/30/3999
	detect	10/8/2004	12/30/3999
	enroll	10/8/2004	12/30/3999
	enroll period	10/8/2004	12/30/3999
	functional	10/8/2004	12/30/3999
	hjk	10/8/2004	12/30/3999
	household	10/8/2004	12/30/3999
	intake	10/8/2004	12/30/3999

2. Click the **Detail** icon next to a specific message in the **List Messages** table. The [Message Detail](#) page displays.



The screenshot shows the 'Message Detail' page. At the top, it says 'The message is viewable until the End Date is specified.' Below this, there are two radio buttons: 'All Providers' and 'Specialty Providers' (which is selected). Under 'Specialty Providers', there is a dropdown menu with three options: 'Specialty 1', 'Specialty 2', and 'Specialty 3'. Below the dropdown, there is a text input field for 'Subject Message'. At the bottom, there are two date fields: 'Effective Date' and 'End Date'. Below the 'Effective Date' field, there are two radio buttons: 'Post and Email' and 'Post Only' (which is selected). At the bottom right, there are three buttons: 'Delete', 'Reset', and 'Back'.

3. Click **Delete**.

How Do I Compose and Send Email

Use this exercise to compose and send an email communication.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Send Email** menu option. The [Send Email](#) page displays.

High Priority ☒

To * 2 Providers, 2 Payees

Subject * test message

Message * testing email message

http://localhost/mofirststeps/ui/provider/MessageView.aspx?sec=Off&EXTID=vJTgSpq7AWaOkCrkCJHyoozDDClGFjiv

Attach Message(s) Back Send

2. Select the **High Priority** check box to indicate that this is a high priority email communication as necessary.
3. Click the **To** link to search for and select one or more recipients for this email communication. The [Email Recipients](#) page displays.

Search Provider Search Billing Entity Recipients

Search and select one or more providers using the option below. Your final selections can be viewed using the Recipients Tab.

Provider

Last Name last Specialty Search

Provider Email List

Select	Name	Billing Entity	Email
<input type="checkbox"/>	lastName, firstName	any Name	xxx@x.com

1

Select All Deselect All Add Selection

Close

4. Select the **Search Provider** tab and complete the following to search for and specify one or more provider recipients for the email:

Search and select one or more providers using the option below. Your final selections can be viewed using the Recipients Tab.

Provider

Last Name: Specialty:

Search

Select	Name	Billing Entity	Email
<input type="checkbox"/>	lastName, firstName	any Name	xxx@x.com

Select All **Deselect All** **Add Selection**

Close

- In **Last Name**, enter the full or partial last name of the provider on which to search.
 - OR
 - In **Specialty**, select the specialty of the provider on which to search.
5. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
 6. Click the check box in the **Select** column next to each provider email address that should receive the email.
 7. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
 8. Select the **Search Billing Entity** tab and complete the following to search for and specify one or more billing entity recipients for the email:

Search and select one or more billing entity using the option below. Your final selections can be viewed using the Recipients Tab.

Billing Entity

Name: Tax ID:

Search

Billing Entity Email List	
---------------------------	--

Close

- In **Name**, enter the full or partial last name of the billing entity on which to search.
- OR
- In **Tax ID**, enter the complete tax identification number of the billing entity on which to search.

10. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
11. Click the check box in the **Select** column next to each billing entity email address that should receive the email.
12. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
13. Select the **Recipients** tab to view and confirm the recipients list for the email.

Listed below are the currently selected email recipients. If this list is correct, You may close this window. Use delete icon to remove any undesired recipients from the list

Delete	Type	Provider/Payee Name	Address	Email
	Provider	lastName, firstName/any Name	Any street Return To Sender, 00000	xxx@x.com

1

Delete All Close

14. Click **Close**. The [Send Email](#) page displays.

High Priority ☒

To * 2 Providers, 2 Payees

Subject * test message

Message * testing email message

http://localhost/mofirststeps/ui/provider/MessageView.aspx?sec=Off&EXTID=vJTg5pq7AWaOkCrkCJHyoozDDCIGFjiV

Attach Message(s) Back Send

15. In **Subject**, enter the subject of the email communication. You can enter up to 256 characters in this text box.
16. In **Message**, enter the text of the email communication. You can enter up to 10,000 characters in this text box.

Tip: You can attach additional messages to this email communication by clicking **Attach Message**. For more information, see [How Do I Attach Additional Messages while Composing an Email](#).

17. Click **Send**.

How Do I Attach Additional Messages while Composing an Email

Use these exercises to attach additional messages while composing an email communication.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Send Email** menu option. The [Send Email](#) page displays.

2. Select the **High Priority** check box to indicate that this is a high priority email communication as necessary.
3. Click the **To** link to search for and select one or more recipients for this email communication. The [Email Recipients](#) page displays.

4. Select the **Search Provider** tab and complete the following to search for and specify one or more provider recipients for the email:

Search Provider Search Billing Entity Recipients

Search and select one or more providers using the option below. Your final selections can be viewed using the Recipients Tab.

Provider

Last Name: Specialty:

Select	Name	Billing Entity	Email
<input type="checkbox"/>	lastName, firstName	any Name	xxx@x.com

- In **Last Name**, enter the full or partial last name of the provider on which to search.
 - OR
 - In **Specialty**, select the specialty of the provider on which to search.
5. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
 6. Click the check box in the **Select** column next to each provider email address that should receive the email.
 7. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
 8. Select the **Search Billing Entity** tab and complete the following to search for and specify one or more billing entity recipients for the email:

Search Provider Search Billing Entity Recipients

Search and select one or more billing entity using the option below. Your final selections can be viewed using the Recipients Tab.

Billing Entity

Name: Tax ID:

Billing Entity Email List	

- In **Name**, enter the full or partial last name of the billing entity on which to search.
- OR
- In **Tax ID**, enter the complete tax identification number of the billing entity on which to search.

9. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
10. Click the check box in the **Select** column next to each billing entity email address that should receive the email.
11. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
12. Select the **Recipients** tab to view and confirm the recipients list for the email.

Listed below are the currently selected email recipients. If this list is correct, You may close this window. Use delete icon to remove any undesired recipients from the list

Delete	Type	Provider/Payee Name	Address	Email
	Provider	lastName, firstName/any Name	Any street Return To Sender, 00000	xxx@x.com

1

Delete All Close

13. Click **Close**. The [Send Email](#) page displays.

High Priority ☒

To * 2 Providers, 2 Payees

Subject * test message

Message * testing email message

http://localhost/mofirststeps/ui/provider/MessageView.aspx?sec=Off&EXTID=vJTg5pq7AWaOkCrkCJHyoozDDCIGFjiV

Attach Message(s) Back Send

14. In **Subject**, enter the subject of the email communication. You can enter up to 256 characters in this text box.
15. In **Message**, enter the text of the email communication. You can enter up to 10,000 characters in this text box.
16. Click **Attach Message**. The [Attach Messages](#) page displays.

Message Search

Effective Date To Subject

Select	Subject	Effective Date
<input type="checkbox"/>	additional	10/8/2004
<input type="checkbox"/>	child	10/8/2004
<input type="checkbox"/>	date testing	10/8/2004
<input type="checkbox"/>	detail	10/8/2004
<input type="checkbox"/>	detect	10/8/2004
<input type="checkbox"/>	enroll	10/8/2004
<input type="checkbox"/>	enroll period	10/8/2004
<input type="checkbox"/>	functional	10/8/2004

1 2 > >|

17. Under **Message Search**, complete information in the following fields as necessary to filter the list of messages displayed in the **Message List** table:

- In **Effective Date**, enter or select the starting date of the date range on which to search.
- In **To**, enter or select the ending date of the date range on which to search.

OR

- In **Subject**, enter the subject of the message on which to search.

18. Click **Search**.

19. Click the check box in the **Select** column to next to each message to attach.

20. Click **Attach Message(s)**. The [Send Email](#) page displays.

High Priority ☒

To * 2 Providers, 2 Payees

Subject * test message

Message * testing email message


http://localhost/mofirststeps/ui/provider/MessageView.aspx?sec=Off&EXTID=vJTgSpq7AWaOkCrkCJHyoozDDCIGFjiV

21. Click **Send**.

Provider Accounts

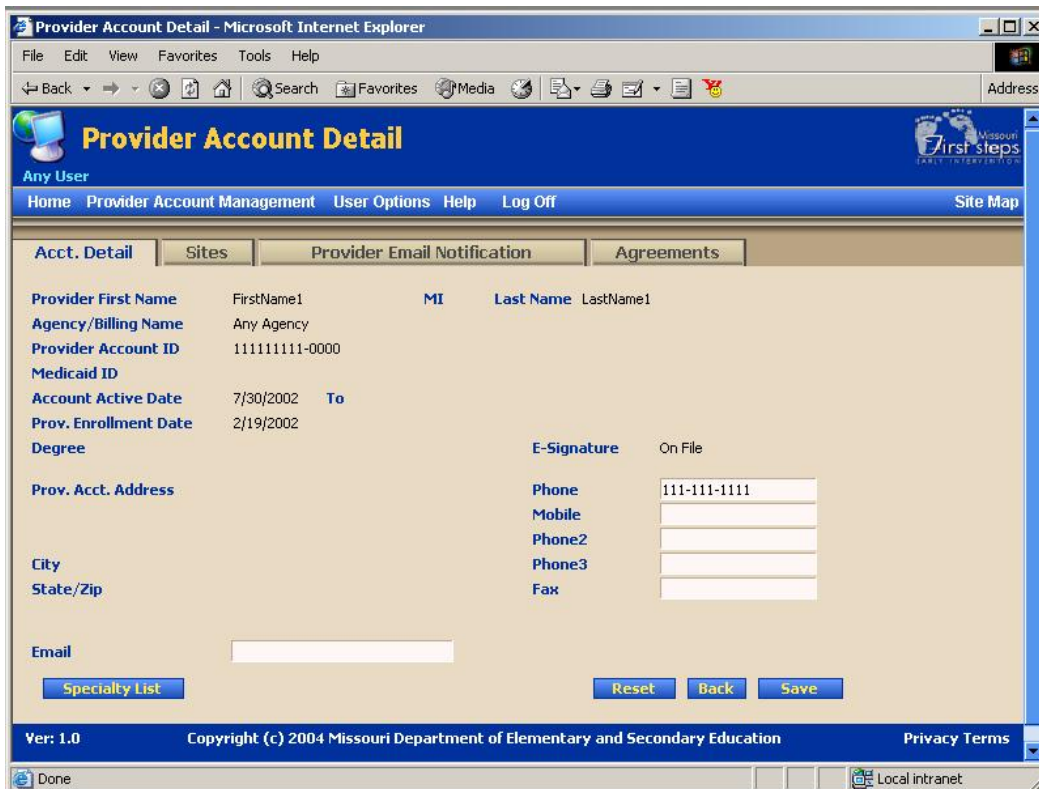
How Do I Enter or Update Provider Account Detail Information

Use this exercise to see how to enter or update detailed information about a provider's account.

 **Tip:** A provider may have multiple provider accounts if the provider bills for services using multiple Tax ID numbers.

Complete the following steps to finish this exercise:


1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The [Provider Account Detail](#) page displays.



3. Enter or update the following information as necessary:
 - Phone
 - Mobile
 - Phone2


- Phone3
- Fax
- Email

4. Click **Save**.

 **Tip:** The other information displayed on this page is read-only and cannot be changed.

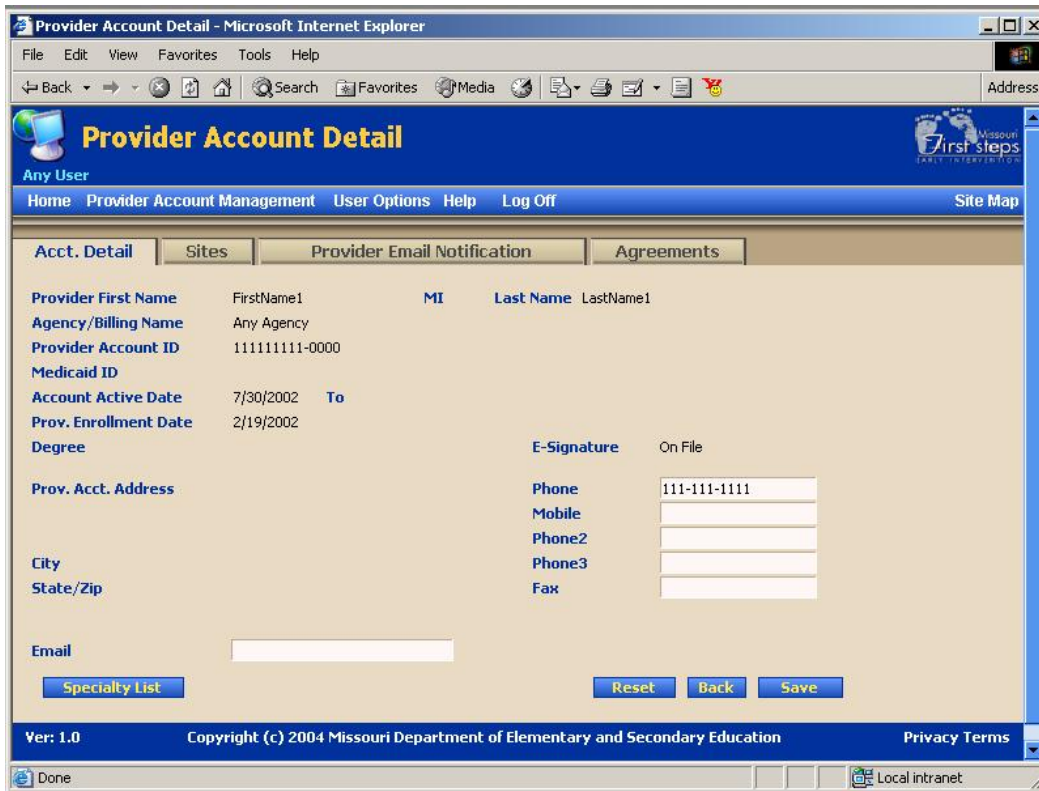
How Do I View a Provider's Specialty List

Use this exercise to see how to view a list of a provider's specialties.

 **Note:** The provider will need to contact the CFO to make changes to the specialties associated with the provider account.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The [Provider Account Detail](#) page displays.



Provider Account Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Address

Provider Account Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification Agreements

Provider First Name: FirstName1 MI Last Name: LastName1

Agency/Billing Name: Any Agency

Provider Account ID: 11111111-0000

Medicaid ID:

Account Active Date: 7/30/2002 To

Prov. Enrollment Date: 2/19/2002

Degree:

Prov. Acct. Address:

City:

State/Zip:

Email:

E-Signature: On File

Phone: 111-111-1111

Mobile:

Phone2:

Phone3:

Fax:

Specialty List Reset Back Save

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Done Local intranet

3. Click **Specialty List**. The [Specialty List](#) page displays.

Specialty List - Microsoft Internet Explorer

Specialty List Filter

☒ Show Active Only

For Provider Account: LastName1, FirstName1

Specialty List

Description	▲ Status	Active Start Date	Active End Date
Speech Pathologist	Pending Credentials	02/19/2002	12/30/3999

1


Close

4. View the provider's specialties.

 **Tip:** The information displayed on this page is read-only and cannot be changed.

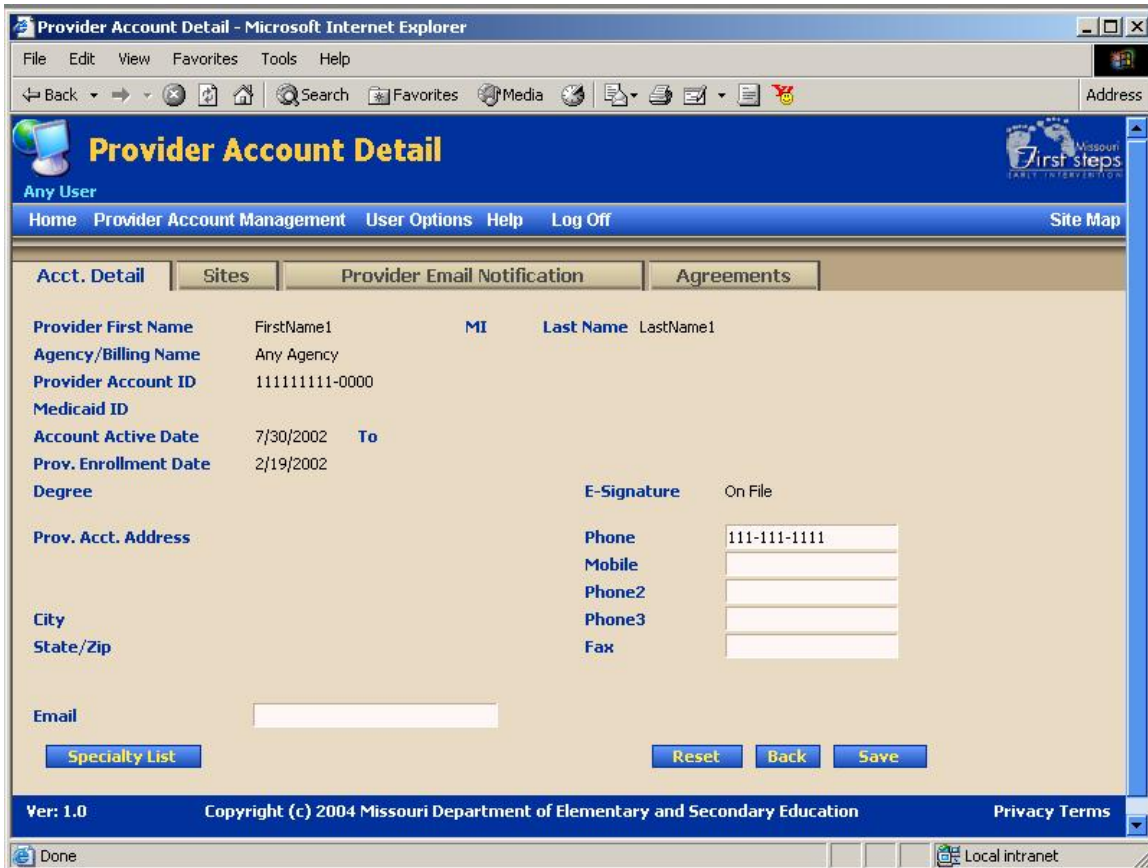
How Do I View a List of Provider Account Sites

Use this exercise to view a list of sites associated with a specific provider account.

 **Note:** The provider will need to contact the CFO to make changes to the sites used by the provider account.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The [Provider Account Detail](#) page displays.



Provider Account Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Address

Provider Account Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification Agreements

Provider First Name: FirstName1 MI Last Name: LastName1

Agency/Billing Name: Any Agency

Provider Account ID: 11111111-0000

Medicaid ID:

Account Active Date: 7/30/2002 To

Prov. Enrollment Date: 2/19/2002

Degree:

E-Signature: On File

Prov. Acct. Address:

City:

State/Zip:

Phone: 111-111-1111

Mobile:

Phone2:

Phone3:

Fax:

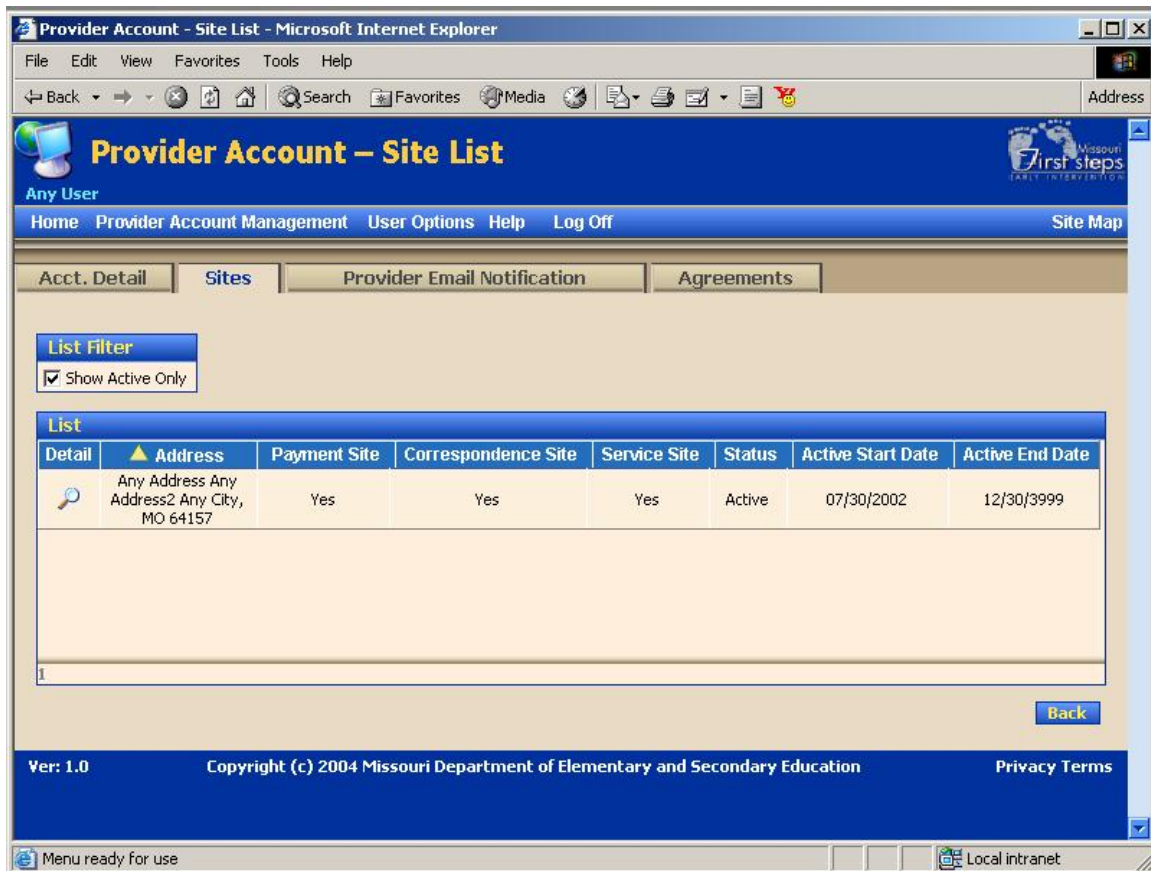
Email:

Specialty List Reset Back Save

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Done Local intranet

3. Click the **Sites** tab. The [Provider Account - Site List](#) page displays.



4. View a list of the sites currently associated with the provider account in the table.

Tip: The information displayed on this page is read-only and cannot be changed.

How Do I View a Provider Account's Site Detail Information

Use this exercise to view detailed information about a specific site currently associated with a provider account.

Complete the following steps to finish this exercise:

5. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
6. Select the **Account Detail** sub-menu option. The [Provider Account Detail](#) page displays.

Provider Account Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification Agreements

Provider First Name: FirstName1 MI Last Name: LastName1

Agency/Billing Name: Any Agency

Provider Account ID: 11111111-0000

Medicaid ID:

Account Active Date: 7/30/2002 To

Prov. Enrollment Date: 2/19/2002

Degree:

E-Signature: On File

Prov. Acct. Address:

Phone: 111-111-1111

Mobile:

Phone2:

Phone3:

Fax:

City:

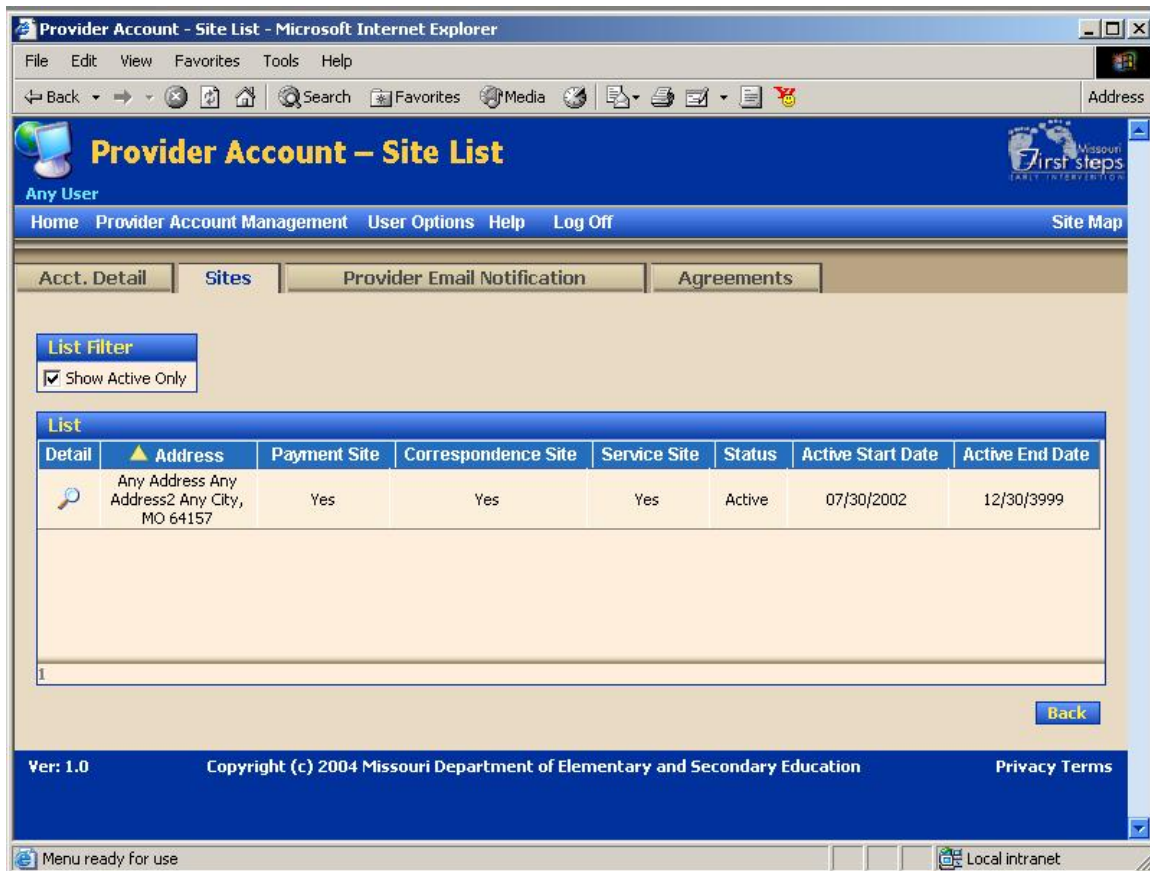
State/Zip:

Email:

Specialty List Reset Back Save

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

7. Click the **Sites** tab. The [Provider Account - Site List](#) page displays.



8. Click the **Detail** icon next to a specific site in the **List** table. The [Provider Account - Site Detail](#) page displays.

Provider Account - Site Detail - Microsoft Internet Explorer

Description
Status Active **Active Date** 07/30/2002

Address Any Address **Phone** 111-111-1111
 Any Address2 **Mobile**
 Phone2
City Any City **Phone3**
State/Zip MO 64157 **Fax** 111-111-1111

Email **Contact** Any Contact

One or More Provider Accounts may use this Site for _____

Payment Site	Yes	Correspondence Site	Yes
Service Site	Yes	Admin Only	No


Close

5. View the provider account's site detail information.

 **Tip:** The information displayed on this page is read-only and cannot be changed.

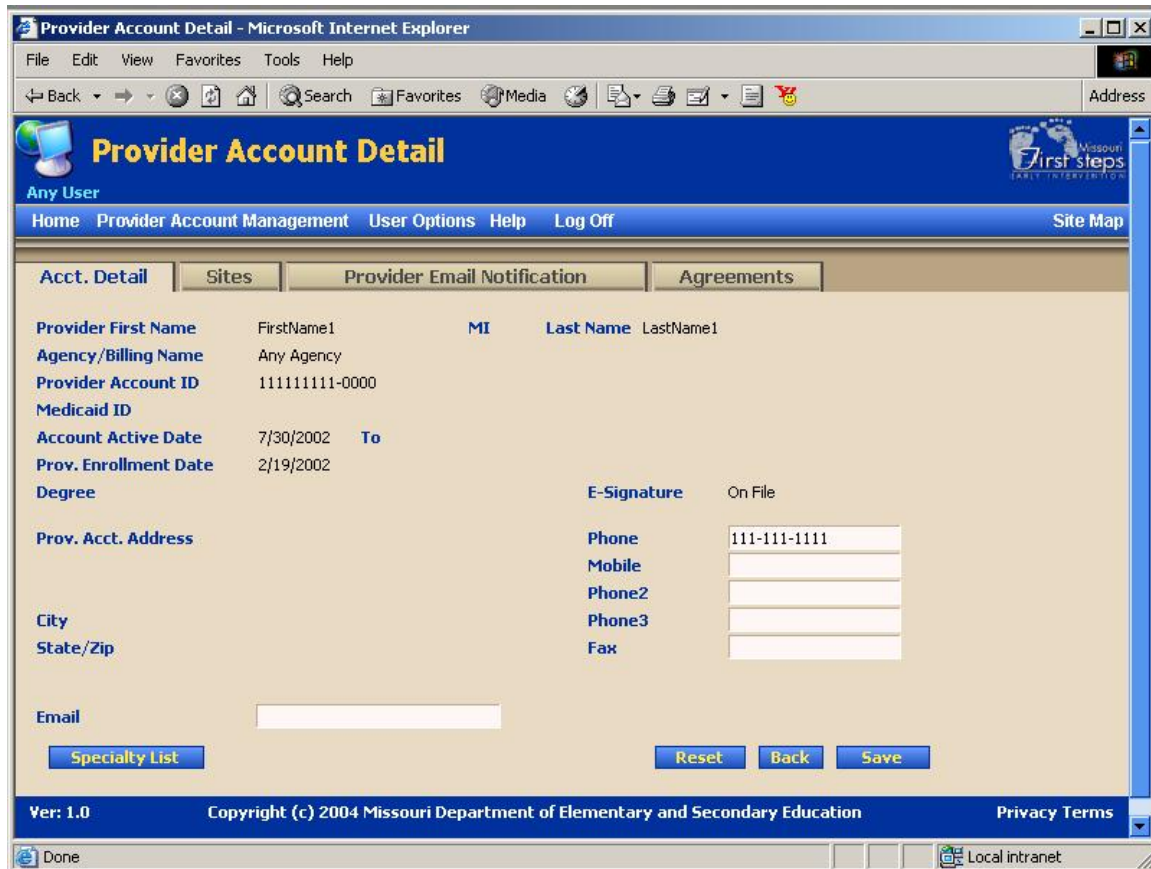
How Do I View and/or Update a Provider Account's Email Notifications

Use this exercise to view and/or update a provider account's email notification triggers.

 **Note:** Email notifications are sent to the email address listed on the [Provider Account Detail](#) page. If an email notification is selected and a corresponding email address does not exist, an email notification will not be sent.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The [Provider Account Detail](#) page displays.



3. Click the **Provider Email Notification** tab. The [Provider Email Notifications](#) page displays.

Provider Account Email Notifications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Provider Email Notifications

Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites **Provider Email Notification** Agreements

Select the events to receive the email notification.

Notify me when...

Provider

☐ 278-Authorizations File is Available

☐ Ending Authorizations File is Available

☐ Provider Account Inactivated

☐ New Agreement Attestation is ready

Reset Back Save

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

4. Update the following check box selections as necessary:

- 278-Authorization File is Available
- Ending Authorizations File is Available
- Provider Account Inactivated
- New Agreement Attestation is ready

5. Click **Save**.

How Do I View and/or Update a Provider Account's Agreements

Use this exercise to view and/or update the agreements required between the provider and the CFO for the enrollment of the provider account.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The [Provider Account Detail](#) page displays.

Provider Account Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Provider Account Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification Agreements

Provider First Name: FirstName1 MI Last Name: LastName1

Agency/Billing Name: Any Agency

Provider Account ID: 11111111-0000

Medicaid ID:

Account Active Date: 7/30/2002 To

Prov. Enrollment Date: 2/19/2002

Degree:

Prov. Acct. Address:

City:

State/Zip:

Email:

E-Signature: On File

Phone: 111-111-1111

Mobile:

Phone2:

Phone3:

Fax:

Specialty List Reset Back Save

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Done Local intranet

3. Click the **Agreements** tab. The [Provider Account Agreements](#) page displays.

Provider Account Agreements
Provider Name: Any Provider
Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification **Agreements**

Current

Select the "I Agree" link on the line item to view and confirm for online agreements due.

Title	Version	Document
Police Check	1	I Agree

Historical

Click on the **View** link for the line item to view the document previously confirmed.

Title	Date Signed	Effective Date Range	Document
Liability Insurance (Paper)	5/21/2004	3/13/2004 - 3/13/2005	View Document 1
Police Check (Paper)	5/9/2002	3/13/2002 - 3/13/2003	On File

1 2 records

Back

- To update current payee agreements, select the **I Agree** link under **Current** to view and confirm a specific agreement. . The [I Agree](#) page for provider accounts displays when clicked.

I Agree

Missouri First Steps
EARLY INTERVENTION

Police/Background Check Attestation
MoFirstSteps.com
10/16/2004

The completion of the Police/Background Check Attestation web page certifies that the entity that I represent would/has successfully passed a police/background check according to the requirements of the Missouri First Steps Program effective for the dates I have entered on www.mofirststeps.com. Further, I also acknowledge that I have read and understand the following statements:

- Any and all information submitted on my behalf shall be true, accurate, and complete. I accept total responsibility for the accuracy of all information submitted to www.mofirststeps.com.
- I will hold harmless and indemnify the Missouri Department of Elementary and Secondary Education (D.E.S.E.) and or its

I Have Read The Document And I Agree

[I Agree](#) [Close](#)

- Click **I Agree**. The [Provider Account Agreements](#) page displays and the **Historical** table is refreshed to display the newly "agreed to" document.

Provider Account Agreements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://localhost/mofirststeps/UI/Provider/ProviderAgreement.aspx?For=Account&ID=50802

Provider Agreements
Provider Name: Any Provider
Any User

Home Provider Account Management User Options Help Log Off Site Map

Acct. Detail Sites Provider Email Notification **Agreements**

Current

Select the **"I Agree"** link on the line item to view and confirm for online agreements due.

Title	Version	Document
Police Check	1	I Agree

Historical

Click on the **View** link for the line item to view the document previously confirmed.

Title	Date Signed	Effective Date Range	Document
Liability Insurance (Paper)	5/21/2004	3/13/2004 - 3/13/2005	View Document 1
Police Check (Paper)	5/9/2002	3/13/2002 - 3/13/2003	On File

1 2 records

[Back](#)

Done Local intranet

- To view detailed information about historical payee agreements, select the **PDF** link under **Historical**.

Claim - Service Line Item Information - Microsoft Internet Explorer

Service Line 1 Service Date *

Unit Conversion
1 Unit = 15 Minutes

☐ Second Service for the Same Date
 EI Code * 9653 CPT *
 Units * Charges \$ *

Select	▲ CPT	Description	Start Date	End Date
Select	T1023	Screening to determine the appropriateness of consideration of an individual for participation in a specified program, project, or treatment protocol, per encounter.	12/31/1899	12/30/3999

- Complete all of the required information on this page to enter a line for the claim. Fields marked with an asterisk (*) are required.
- Click **Add to Claim** to save your information.

Tip: All line items are displayed for the claim. The total dollar value of all of the line items on the claim is displayed in **Claim Total Charges** at the bottom of the page. A **Detail** icon is available for each line item. You can click the **Detail** icon to edit a specific line item. Or, you can click the **Delete** icon to remove a specific line item from the claim.

Service | Assistive Tech | Transportation

Auth # * A990000099-2 Patient Acct.

Claim Detail							
Detail	Line	Date	EI Code	CPT	Units	Charges	Delete
	1	05/01/2000	9653	T1023	4	\$125.00	Delete
	2	05/01/2000	9653	T1023 GG	2	\$65.00	Delete

1

Claim Total Charges \$190.00

6. To update a specific line item, click the **Detail** icon. The claim update page (specific to the service line you are updating) displays.

Claim - Service Line Item Information - Microsoft Internet Explorer

Service Line 2 Service Date * 05/01/2000


Unit Conversion
1 Unit = 15 Minutes

☒ Second Service for the Same Date
 EI Code * 9653 CPT * T1023
 Units * 2 Charges \$ * 65

Select	CPT	Description	Start Date	End Date
Select	T1023	Screening to determine the appropriateness of consideration of an individual for participation in a specified program, project, or treatment protocol, per encounter.	12/31/1899	12/30/3999

1

7. Update any of the information on this page as necessary. Remember, fields marked with an asterisk (*) are required and cannot be left blank.
8. Click **Update Claim** to save your changes.

 **Tip:** You can also click **Close** to exit the page without saving any changes, or click **Reset** to undo any changes made on the page and restore the previously saved information.

9. Click **Check Claim** to perform the application's validation edits on the claim without submitting the claim. (You can still update the claim if necessary when checking a claim.)

Missouri First Steps Reference Manual

Service | Assistive Tech | Transportation

Auth # * A990000099-2 Patient Acct.

Claim Detail							
Detail	Line	Date	El Code	CPT	Units	Charges	Delete
	1	05/01/2000	9653	T1023	4	\$125.00	Delete
	2	05/01/2000	9653	T1023 GG	2	\$65.00	Delete

1

Claim Total Charges \$190.00 [Enter Service Line](#)

[Reset](#) [Back](#) [Check Claim](#) [Submit](#)

Tip: After the system validation edits are complete, you are shown whether the claim will pass or fail when it is submitted. At this point the claim has not been saved to the database and may be corrected if necessary. Individual line items may still be added to the claim, updated on the claim, or deleted from the claim. The **Check Claim** button may be clicked multiple times to perform many checks on the claim until the claim is actually submitted.

The New Claim Id is 040517-5003-85175

Service | Assistive Tech | Transportation

Auth # * Patient Acct.


Claim Detail							
Detail	Line	Date	El Code	CPT	Units	Charges	Delete

1

Claim Total Charges \$0.00 [Enter Service Line](#)

[Reset](#) [Back](#) [Check Claim](#) [Submit](#)

- Once the claim entry is complete and has been checked thoroughly, click **Submit** to save the claim to the database.

 **Note:** A claim that has been submitted to the database may still be updated after submission by clicking the **Correct Claim** button on the [Claim Detail](#) page. However, once the claim status is **Paid**, the claim can no longer be corrected.

How Do I Enter a Service Line to a Claim

Use this exercise to enter a service line item to a claim.


Complete the following steps to finish this exercise:


1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Claim Entry** sub-menu option. The [Claim Entry \(Service tab\)](#) page displays.

The screenshot shows the 'Claim Entry' web application in Microsoft Internet Explorer. The browser window title is 'DDE Claim - Service - Microsoft Internet Explorer'. The application has a blue header with the 'Claim Entry' title and a navigation bar with links: Home, Provider Account Management, User Options, Help, Log Off, and Site Map. Below the navigation bar are three tabs: Service, Assistive Tech, and Transportation. The 'Service' tab is selected. There are two input fields: 'Auth #' with a red asterisk and a search icon, and 'Patient Acct.'. Below these is a 'Claim Detail' table with the following columns: Detail, Line, Date, EI Code, CPT, Units, Charges, and Delete. The table is currently empty. At the bottom of the table, it shows 'Claim Total Charges' as '\$0.00'. There is an 'Enter Service Line' button. At the very bottom, there are 'Reset', 'Back', 'Check Claim', and 'Submit' buttons. The footer includes 'Ver: 1.0', 'Copyright (c) 2004 Missouri Department of Elementary and Secondary Education', and a 'Privacy Terms' link.

3. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
4. Click **Enter Service Line**. The [Claim - Service Line Item Information](#) page displays.


Claim - Service Line Item Information - Microsoft Internet Explorer provided by Covansys

 No Authorization found. Please Try Again.

Service Line Service Date * 

☐ Second Service for the Same Date

Unit Conversion
1 Unit = 15 Minutes

El Code *  CPT *

Units * Charges \$ *

[Reset](#) [Close](#) [Add to Claim](#)

Select CPT

5. Enter the **Service Date**.
6. If applicable, select the **Second Service for the Same Date** check box.
7. Enter the **CPT** code for the service line.
8. Enter the **Units**. 1 unit equals 15 minutes of service time.
9. Enter the **Charges \$**.
10. In the **Select CPT** table, select a CPT to insert for the service line as necessary.
11. Click **Add to Claim**.

How Do I Enter an Assistive Tech Line to a Claim

Use this exercise to enter an Assistive Tech line item to a claim.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Claim Entry** sub-menu option. The [Claim Entry \(Service tab\)](#) page displays.

DDE Claim - Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Claim Entry

Any User

Home Provider Account Management User Options Help Log Off Site Map

Service Assistive Tech Transportation

Auth # * Patient Acct.

Claim Detail							
Detail	Line	Date	EI Code	CPT	Units	Charges	Delete

1

Claim Total Charges \$0.00

Enter Service Line

Reset Back Check Claim Submit

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Done Local intranet

3. Click the **Assistive Tech** tab. The [Claim Entry \(Assistive Tech tab\)](#) page displays.

4. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
5. Click **Enter Assistive Tech Line**. The [Claim - Assistive Tech Line Item Information](#) page displays.

6. Enter the **Purchase Date**.
7. Select the **HCPCS Code** for the Assistive Tech line.
8. Enter the **Units**. 1 unit equals 1 item.
9. Enter the **Total Charges \$**.
10. Click **Add to Claim**.

How Do I Enter a Transportation Line to a Claim

Use this exercise to enter a transportation line item to a claim.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Claim Entry** sub-menu option. The [Claim Entry \(Service tab\)](#) page displays.

The screenshot shows a web browser window titled "DDE Claim - Service - Microsoft Internet Explorer". The page has a blue header with the "Claim Entry" title and a navigation bar with links: "Home", "Provider Account Management", "User Options", "Help", "Log Off", and "Site Map". Below the navigation bar, there are tabs for "Service", "Assistive Tech", and "Transportation". The "Service" tab is currently selected. The main content area contains two input fields: "Auth #" with a red asterisk and a search icon, and "Patient Acct.". Below these is a "Claim Detail" table with the following columns: "Detail", "Line", "Date", "EI Code", "CPT", "Units", "Charges", and "Delete". The table is currently empty. At the bottom of the table, there is a summary row showing "Claim Total Charges" as "\$0.00". To the right of this row is a button labeled "Enter Service Line". Below the table, there are four buttons: "Reset", "Back", "Check Claim", and "Submit". The footer of the page includes "Ver: 1.0", "Copyright (c) 2004 Missouri Department of Elementary and Secondary Education", and a link to "Privacy Terms".

3. Click the **Transportation** tab. The [Claim Entry \(Transportation tab\)](#) page displays.

Claim Entry
Any User

Home Provider Account Management User Options Help Log Off Site Map

Service Assistive Tech **Transportation**

Auth # * Patient Acct.

Detail	Line	Date	EI Code	CPT	Units	Charges	Delete
1							
Claim Total Charges						\$0.00	

Enter Transportation Line

Reset Back Check Claim Submit

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

4. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
5. Click **Enter Transportation Line**. The [Claim - Transportation Line Item Information](#) page displays.

Claim - Transportation Line Item Information - Microsoft Internet Explorer provided by Covansys

No Authorization found. Please Try Again.

Transportation Line Travel Date *

☐ Second Transportation Service for the Same Date

Unit Conversion
1 Unit = 1 Mile or 1 Trip

EI Code * CPT *

Units * Charges \$ *

Reset Close Add To Claim

Select CPT

6. Enter the **Service Date**.
7. If applicable, select the **Second Service for the Same Date** check box.
8. Enter the **CPT** code for the transportation line.
9. Enter the **Units**. 1 unit equals 1 mile or 1 trip.
10. Enter the **Charges \$**.
11. In the **Select CPT** table, select a CPT to insert for the transportation line as necessary.
12. Click **Add to Claim**.

How Do I Search for a Claim

Use this exercise to search for a claim that currently exists within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

Search Claim - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Search Claims

Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Criteria

☐ Claim #
☐ Authorization #
☐ Provider Acct
☐ Provider Name
 Last Name
 First Name
☐ Child Id
☐ Child Name
 Last Name
 First Name
☐ Payment Reference Number
 Check Number
☐ Date Range
 Type Submitted Date
 Start Date
 End Date

Back Search

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct
 - Last Name (Provider)

- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered.

How Do I Print a List of Claims

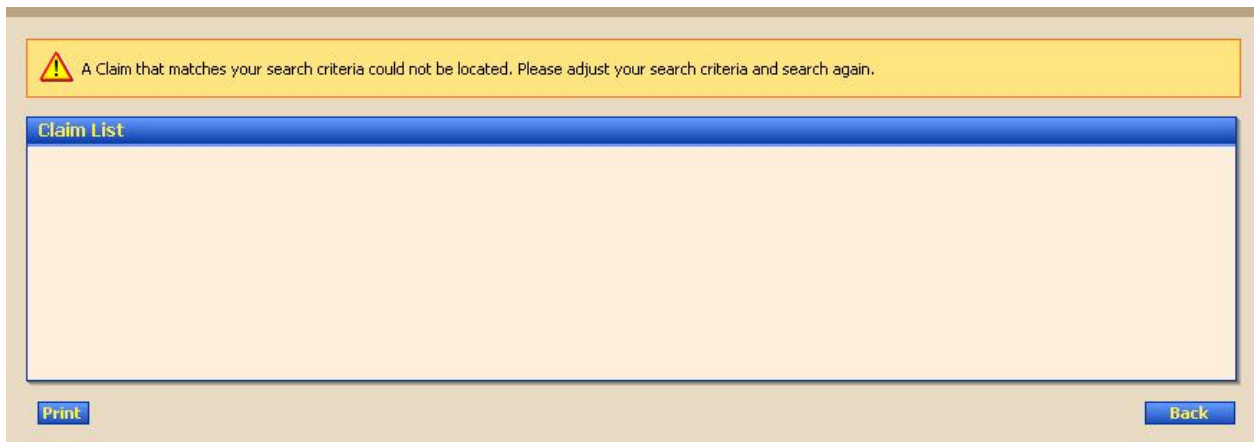
Use this exercise to display a printer-friendly list of claims that can be printed on your printer.


Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct

- Last Name (Provider)
 - First Name (Provider)
 - Child Id
 - Last Name (Child)
 - First Name (Child)
 - Check Number
 - Type
 - Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Claim List](#) page displays.



6. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.  **Note:** Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View the Details of a Claim from the Claim List

Use this exercise to display detailed information about a claim from the [Claim List](#) page.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

Search Claim - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Search Claims

Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Criteria

☐ Claim #

☐ Authorization #

☐ Provider Acct

☐ Provider Name

☐ Last Name

☐ First Name

☐ Child Id

☐ Child Name

☐ Last Name

☐ First Name

☐ Payment Reference Number

☐ Check Number

☐ Date Range

☐ Type Submitted Date

☐ Start Date

☐ End Date

Back Search

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct
 - Last Name (Provider)

- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The [Claim List](#) page displays.

The screenshot shows a web browser window titled "ClaimList - Microsoft Internet Explorer". The page has a blue header with the "Claim List" title and a navigation bar with links: Home, Provider Account Management, User Options, Help, Log Off, and Site Map. Below the header is a table titled "Claim List". The table has the following columns: Detail, History, Auth, Claim #, Child Name, Child Id, DOB, Amount Billed, Submitted Date, and Provider. A single row is displayed with the following data: Detail (magnifying glass icon), History (History link), Auth (A icon), Claim # (99999-9-99), Child Name (Any Child Last Name, Any First Name), Child Id (999999999), DOB (4/21/2019), Amount Billed (\$468.00), Submitted Date (11/4/2002), and Provider (LastName1, FirstName1). Below the table is a "Print" button and a "Back" button. At the bottom of the page, it says "Ver: 1.0", "Copyright (c) 2004 Missouri Department of Elementary and Secondary Education", and "Privacy Terms".

Detail	History	Auth	Claim #	Child Name	Child Id	DOB	Amount Billed	Submitted Date	Provider
	History		99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/4/2002	LastName1, FirstName1

6. Click the **Detail** icon next to a specific claim in the **Claim List** table. The [Claim Detail](#) page displays.

ClaimDetail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS Address

Claim Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Claim # 11111-11-1 **Patient Acct.**
Auth # A99999999-9 **Submitted Date** 11/04/2002
Total Amount Billed \$468.00 **Adjustment Reason** None
Status Paid

Claim Line Detail

Line	Date	El Code	CPT	Units	Amount Billed	Disallowed	Denied	Reason	Previously Paid	Net
1	10/3/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
2	10/8/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
3	10/10/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
4	10/15/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
5	10/17/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
6	10/22/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
7	10/24/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
8	10/28/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
9	10/29/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00

1

Print Back

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Menu ready for use Local intranet

7. View the claim's detail information.

How Do I Print the Details of a Claim

Use this exercise to display a printer-friendly page that contains detailed claim information which can be printed on your printer.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

The screenshot shows a web browser window titled "Search Claim - Microsoft Internet Explorer". The browser's address bar is empty. The page has a blue header with the "Search Claims" logo and a navigation menu with links: Home, Provider Account Management, User Options, Help, Log Off, and Site Map. Below the header is a "Search Criteria" section with a light beige background. This section contains several search fields, each with a radio button to its left. The fields are: Claim #, Authorization #, Provider Acct, Last Name, First Name, Child Id, Last Name, First Name, Payment Reference Number, Check Number, and Date Range. The Date Range field includes a "Type" dropdown menu set to "Submitted Date", and "Start Date" and "End Date" input fields. At the bottom right of the search criteria section are "Back" and "Search" buttons. The footer of the page is blue and contains the text "Ver: 1.0", "Copyright (c) 2004 Missouri Department of Elementary and Secondary Education", and "Privacy Terms". The browser's status bar at the bottom shows "Menu ready for use" and "Local intranet".

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct

- Last Name (Provider)
 - First Name (Provider)
 - Child Id
 - Last Name (Child)
 - First Name (Child)
 - Check Number
 - Type
 - Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Claim List](#) page displays.

Claim List

Any User

Home Provider Account Management User Options Help Log Off Site Map

Detail	History	Auth	▲ Claim #	Child Name	Child Id	DOB	Amount Billed	Submitted Date	Provider
			99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/4/2002	LastName1, FirstName1

1

[Print](#) [Back](#)

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Done Local intranet

6. Click the **Detail** icon next to a specific claim in the **Claim List** table. The [Claim Detail](#) page displays.

ClaimDetail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS

Claim Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Claim # 11111-11-1 Patient Acct.
 Auth # A99999999-9 Submitted Date 11/04/2002
 Total Amount Billed \$468.00 Adjustment Reason None
 Status Paid

Claim Line Detail

Line	Date	EI Code	CPT	Units	Amount Billed	Disallowed	Denied	Reason	Previously Paid	Net
1	10/3/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
2	10/8/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
3	10/10/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
4	10/15/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
5	10/17/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
6	10/22/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
7	10/24/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
8	10/28/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
9	10/29/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00

Print Back

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Menu ready for use Local intranet

- Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View the Details of an Authorization from the Claim List

Use this exercise to display detailed information about an authorization from the [Claim List](#) page.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

The screenshot shows the 'Search Claims' web application. The interface includes a navigation bar with links: Home, Provider Account Management, User Options, Help, Log Off, and Site Map. The main section is titled 'Search Criteria' and contains several search fields with radio buttons for selection:

- Claim #**: Radio button, text input field.
- Authorization #**: Radio button, text input field.
- Provider Acct**: Radio button, text input field.
- Provider Name**: Radio button, text input fields for Last Name and First Name.
- Child Id**: Radio button, text input field.
- Child Name**: Radio button, text input fields for Last Name and First Name.
- Payment Reference Number**: Radio button, text input field (labeled Check Number).
- Date Range**: Radio button, dropdown menu (Type: Submitted Date), text input fields for Start Date and End Date.

At the bottom of the search criteria section are 'Back' and 'Search' buttons. The footer of the page includes 'Ver: 1.0', 'Copyright (c) 2004 Missouri Department of Elementary and Secondary Education', and 'Privacy Terms'.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct

- Last Name (Provider)
 - First Name (Provider)
 - Child Id
 - Last Name (Child)
 - First Name (Child)
 - Check Number
 - Type
 - Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Claim List](#) page displays.

Claim List

Any User

Home Provider Account Management User Options Help Log Off Site Map

Detail	History	Auth	▲ Claim #	Child Name	Child Id	DOB	Amount Billed	Submitted Date	Provider
	History		99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/4/2002	LastName1, FirstName1

1

[Print](#) [Back](#)

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Done Local intranet

6. Click the **Auth** icon next to a specific claim in the **Claim List** table. The [Authorization Detail](#) page displays.

ClaimDetail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Address

Claim Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Claim # 11111-11-1 **Patient Acct.**
Auth # A99999999-9 **Submitted Date** 11/04/2002
Total Amount Billed \$468.00 **Adjustment Reason** None
Status Paid

Claim Line Detail

Line	Date	EI Code	CPT	Units	Amount Billed	Disallowed	Denied	Reason	Previously Paid	Net
1	10/3/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
2	10/8/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
3	10/10/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
4	10/15/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
5	10/17/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
6	10/22/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
7	10/24/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
8	10/28/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
9	10/29/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00

1

Print Back

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Menu ready for use Local intranet

7. View the authorization's detail information.

How Do I View the History of a Claim

Use this exercise to display a complete history of a claim.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

The screenshot shows a web browser window titled "Search Claim - Microsoft Internet Explorer". The page has a blue header with the "Search Claims" logo and navigation links: "Any User", "Home", "Provider Account Management", "User Options", "Help", "Log Off", and "Site Map". The main content area is titled "Search Criteria" and contains several search filters arranged in two columns. Each filter has a radio button to select it. The filters are: Claim #, Authorization #, Provider Acct, Provider Name (Last Name and First Name), Child Id, Child Name (Last Name and First Name), Payment Reference Number (Check Number), and Date Range (Type, Start Date, and End Date). The Date Range filter has a dropdown menu for "Submitted Date". At the bottom of the search criteria section are "Back" and "Search" buttons. The footer of the page includes "Ver: 1.0", "Copyright (c) 2004 Missouri Department of Elementary and Secondary Education", and "Privacy Terms".

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct
 - Last Name (Provider)

- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The [Claim List](#) page displays.

Claim List

Any User

Home Provider Account Management User Options Help Log Off Site Map

Detail	History	Auth	▲ Claim #	Child Name	Child Id	DOB	Amount Billed	Submitted Date	Provider
	History		99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/4/2002	LastName1, FirstName1

1

[Print](#) [Back](#)

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6. Click the **History** icon next to a specific claim in the **Claim List** table. The [Claim History List](#) page displays.

Claim History

Any User

Home Provider Account Management User Options Help Log Off Site Map

Detail	Auth	Claim #	Child Name	Child Id	DOB	Amount Billed	Updated Date	Paid Date
		99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/08/2002	11/8/2002

1

Back

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Menu ready for use Local intranet

7. View the claim's historical information.

How Do I View the Details of a Claim from the Claim History List

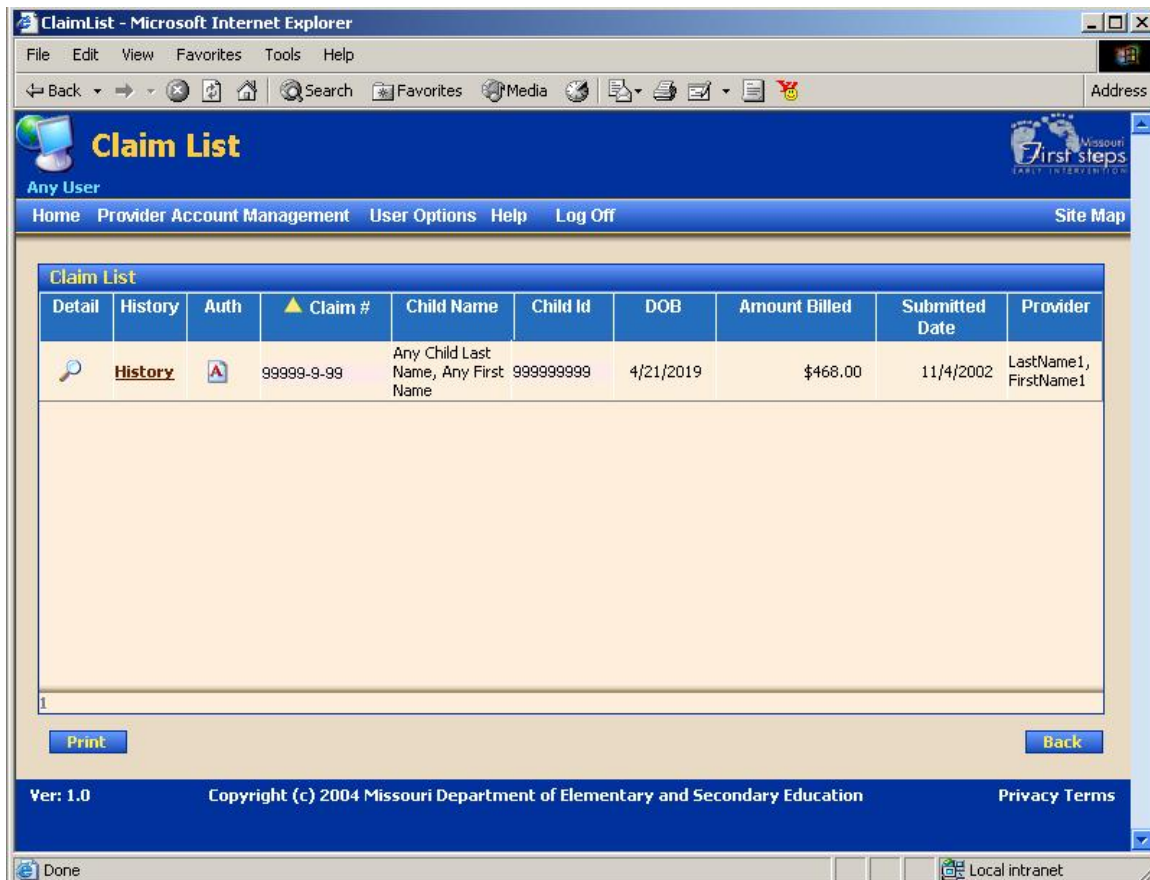
Use this exercise to display detailed information about a claim from the [Claim History List](#) page.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct

- Last Name (Provider)
 - First Name (Provider)
 - Child Id
 - Last Name (Child)
 - First Name (Child)
 - Check Number
 - Type
 - Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Claim List](#) page displays.



6. Click the **History** icon next to a specific claim in the **Claim List** table. The [Claim History List](#) page displays.

ClaimList - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail



Address

Claim History

Any User

Home Provider Account Management User Options Help Log Off Site Map

Claim History List

Detail	Auth	Claim #	Child Name	Child Id	DOB	Amount Billed	Updated Date	Paid Date
		99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/08/2002	11/8/2002

1

Back

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Menu ready for use Local intranet

- Click the **Detail** icon next to a specific claim in the **Claim History List** table. The [Claim Detail](#) page displays.

ClaimDetail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS Address

Claim Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Claim # 11111-11-1 **Patient Acct.**
Auth # A99999999-9 **Submitted Date** 11/04/2002
Total Amount Billed \$468.00 **Adjustment Reason** None
Status Paid

Claim Line Detail

Line	Date	EI Code	CPT	Units	Amount Billed	Disallowed	Denied	Reason	Previously Paid	Net
1	10/3/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
2	10/8/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
3	10/10/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
4	10/15/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
5	10/17/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
6	10/22/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
7	10/24/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
8	10/28/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00
9	10/29/2002	8013	92507	4	\$52.00	\$0.00	\$0.00	None	\$0.00	\$52.00

1

Print Back

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Menu ready for use Local intranet

8. View the claim's detail information.

How Do I View the Details of an Authorization from the Claim History List

Use this exercise to display detailed information about an authorization from the [Claim History List](#) page.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The [Search Claims](#) page displays.

Search Claim - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Search Claims

Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Criteria

☐ Claim #
☐ Authorization #
☐ Provider Account
☐ Provider Name
 Last Name
 First Name
☐ Child Id
☐ Child Name
 Last Name
 First Name
☐ Payment Reference Number
☐ Date Range
 Type Submitted Date
 Start Date
 End Date

Back Search

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Menu ready for use Local intranet

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Claim #
 - Authorization #
 - Provider Acct

- Last Name (Provider)
 - First Name (Provider)
 - Child Id
 - Last Name (Child)
 - First Name (Child)
 - Check Number
 - Type
 - Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Claim List](#) page displays.

Claim List

Any User

Home Provider Account Management User Options Help Log Off Site Map

Detail	History	Auth	▲ Claim #	Child Name	Child Id	DOB	Amount Billed	Submitted Date	Provider
	History		99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/4/2002	LastName1, FirstName1

1

[Print](#) [Back](#)

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6. Click the **History** icon next to a specific claim in the **Claim List** table. The [Claim History List](#) page displays.

ClaimList - Microsoft Internet Explorer



File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Address

Claim History

Any User

Home Provider Account Management User Options Help Log Off Site Map

Claim History List								
Detail	Auth	Claim #	Child Name	Child Id	DOB	Amount Billed	Updated Date	Paid Date
		99999-9-99	Any Child Last Name, Any First Name	999999999	4/21/2019	\$468.00	11/08/2002	11/8/2002

1

Back

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Menu ready for use Local intranet

- Click the **Auth** icon next to a specific claim in the **Claim History List** table. The [Authorization Detail](#) page displays.

Authorization Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Authorization Number A999999999-9 **Authorization Status** Active
Service Type Speech Language Pathology **Dates** 10/03/2002 To 04/20/2005
Authorization Type Service **Eff. Cancel Date**
Acct 111111111-0000 **Provider** LastName1, FirstName1
Print Date 10/17/2002 **Reprint Date**

El Code	Description	No. of Occurrences	Frequency	Duration	CPT
8013	Direct Child Service-Home	2	Week	60	CPT

Print Request Reprint Unit Summary List Claim Claim Entry Back

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Menu ready for use Local intranet

8. View the authorization's detail information.

HIPAA Files

How Do I View and Download HIPAA Inbox Files

Use this exercise to view and download outbound HIPAA files, such as: an 835-Remittance Advice, a 277-Claim Status Response, and/or 278-Authorization Files.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **E-Files** sub-menu option. The [HIPAA Files - Inbox](#) page displays.



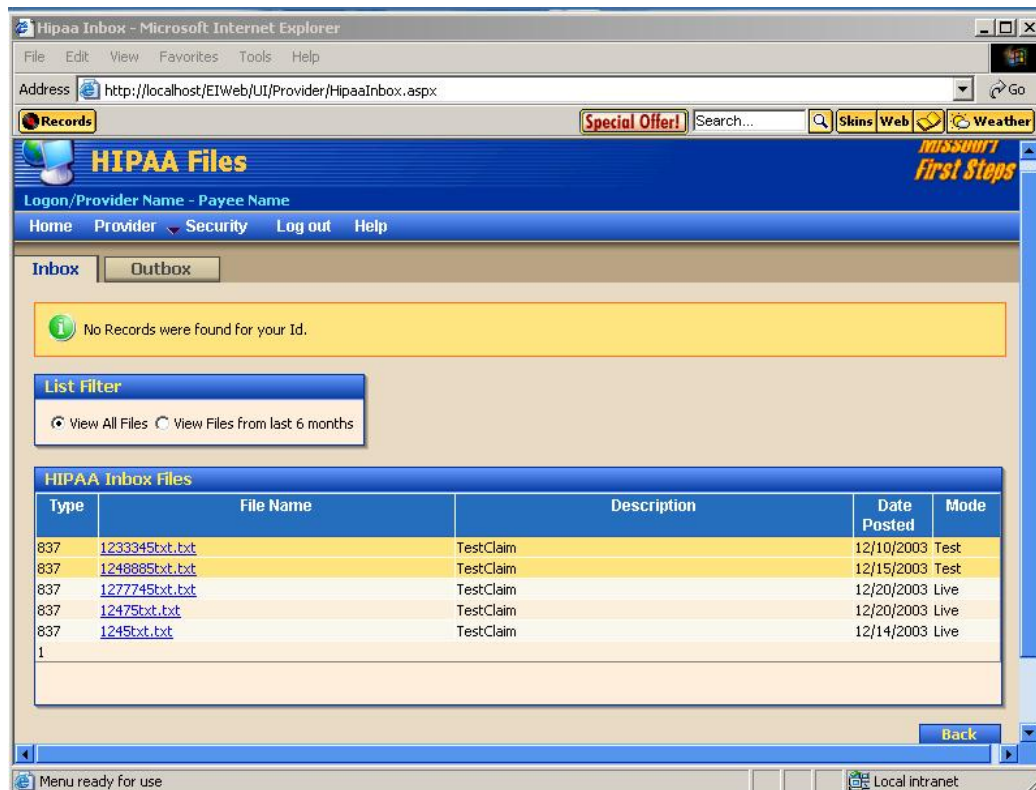
3. View the list of HIPAA Inbox Files in the table.
4. To download a specific file, click the **File Name** link to download a HIPAA Inbox File to your local machine.

How Do I View, Download, and Upload HIPAA Outbox Files

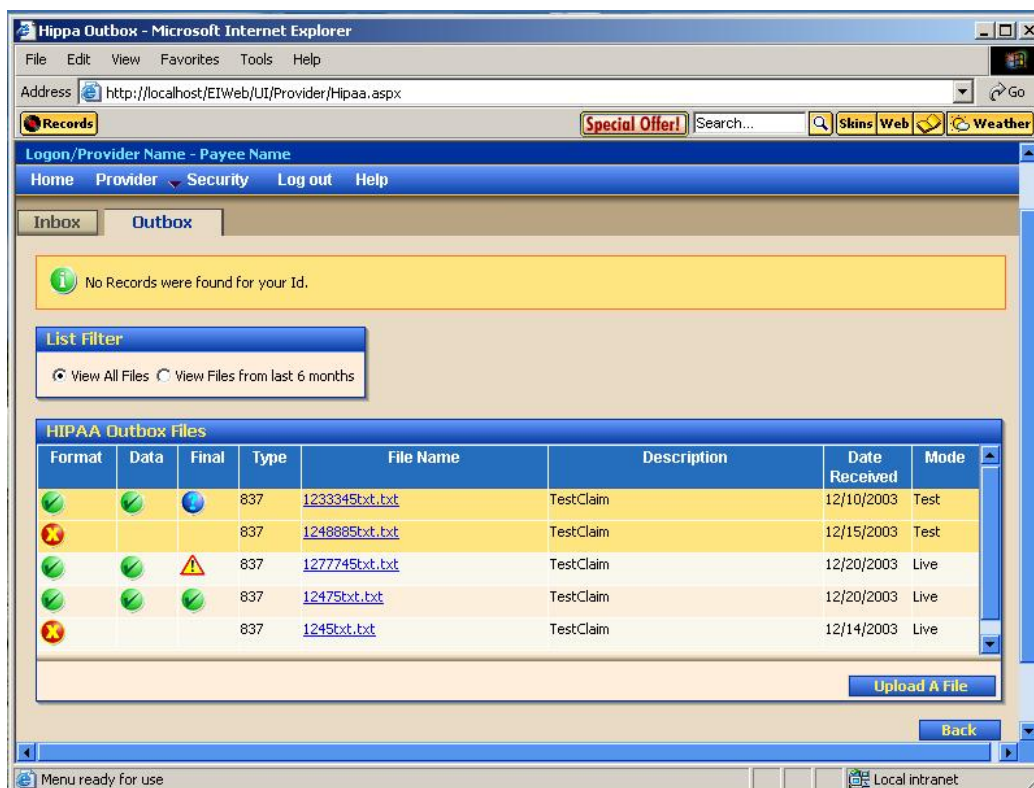
Use this exercise to view, download, and upload inbound HIPAA files, such as: 837-E-Claims and/or 276-Claim Status Requests.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **E-Files** sub-menu option. The [HIPAA Files - Inbox](#) page displays.

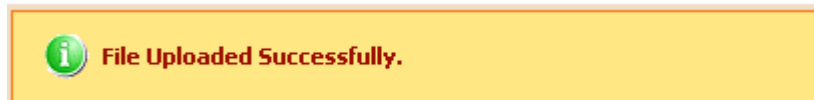


3. Click the **Outbox** tab. The [HIPAA Files - Outbox](#) page displays.



4. View the list of HIPAA Outbox Files in the table.
5. To download a specific file, click the **File Name** link to download a HIPAA Outbox File to your local machine.
6. To upload a file, click **Upload A File**. The [Upload A File](#) page displays.

7. Select the **File Type**.
8. Enter or select the **File Location**. You can click **Browse** to search for the location of the file as necessary.
9. Enter the file **Description**.
10. Click **Upload File**. A message displays indicating that the file was uploaded successfully.



11. Upload additional files as necessary, or click **Close** to return to the [HIPAA Files - Outbox](#) page.

Hiippa Outbox - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://localhost/EIWeb/UI/Provider/Hipaa.aspx> Go

Records Special Offer! Search... Skins Web Weather

Login/Provider Name - Payee Name

Home Provider Security Log out Help

Inbox Outbox

No Records were found for your Id.

List Filter

☒ View All Files ☐ View Files from last 6 months

HIPAA Outbox Files

Format	Data	Final	Type	File Name	Description	Date Received	Mode
			837	1233345.txt	TestClaim	12/10/2003	Test
			837	1248885.txt	TestClaim	12/15/2003	Test
			837	1277745.txt	TestClaim	12/20/2003	Live
			837	12475.txt	TestClaim	12/20/2003	Live
			837	1245.txt	TestClaim	12/14/2003	Live

Upload A File

Back

Menu ready for use Local intranet

Authorizations

How Do I Search for an Authorization

Use this exercise to search for an authorization that currently exists within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The [Search Authorizations](#) page displays.

The screenshot shows a web browser window titled 'Authorization Search - Microsoft Internet Explorer'. The page has a blue header with the title 'Search Authorizations' and a navigation bar with links: 'Home', 'Provider Account Management', 'User Options', 'Help', 'Log Off', and 'Site Map'. Below the header, there is a section titled 'Search Criteria' with the instruction: 'To perform a search select a search option, enter the search criteria and then select the **Search** button.' The search criteria are organized into four groups, each with a radio button for selection:

- Child Id**: A text input field.
- Child Name**: Two text input fields labeled 'Last Name' and 'First Name'.
- Authorization**: A text input field labeled 'Authorization #'.
- Date Range**: A dropdown menu for 'Type', and two text input fields for 'Start Date' and 'End Date'.

At the bottom of the search criteria section are two buttons: 'Back' and 'Search'. The footer of the page includes 'Ver: 1.0', 'Copyright (c) 2004 Missouri Department of Elementary and Secondary Education', and a link to 'Privacy Terms'. The browser's status bar at the bottom indicates 'Menu ready for use' and 'Local intranet'.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child Id
 - Authorization #
 - Last Name

- First Name
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered.

How Do I Print a List of Authorizations

Use this exercise to display a printer-friendly list of authorizations that can be printed on your printer.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The [Search Authorizations](#) page displays.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child Id
 - Authorization #
 - Last Name
 - First Name
 - Type

- Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Authorization List](#) page displays.

Authorization List
Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Filter

☒ Show Active Only

Search Results

Detail	Auth Number	Start Date	End Date	Child Last Name	Child First Name	Child ID	DOB	Status	Provider
	A99999999-9	10/3/2002	4/20/2005	Any Child Last Name	Any First Name	999999999	4/21/2019	Active	LastName1, FirstName1

1

Print **Back**

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Menu ready for use Local intranet

6. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View the Details of an Authorization from the Authorization List

Use this exercise to display detailed information about a claim from the [Authorization List](#) page.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The [Search Authorizations](#) page displays.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child Id
 - Authorization #
 - Last Name
 - First Name

- Type
 - Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Authorization List](#) page displays.

Authorization List
Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Filter

☒ Show Active Only

Search Results

Detail	Auth Number	Start Date	End Date	Child Last Name	Child First Name	Child ID	DOB	Status	Provider
	A999999999-9	10/3/2002	4/20/2005	Any Child Last Name	Any First Name	999999999	4/21/2019	Active	LastName1, FirstName1

Print Back

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Menu ready for use Local intranet

6. Click the **Detail** icon next to a specific authorization in the **Search Results List** table. The [Authorization Detail](#) page displays.

Authorization Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address

Authorization Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Authorization Number A999999999-9
Service Type Speech Language Pathology
Authorization Type Service
Acct 111111111-0000
Print Date 10/17/2002

Authorization Status Active
Dates 10/03/2002 To 04/20/2005
Eff. Cancel Date
Provider LastName1, FirstName1
Reprint Date

Authorization Line

El Code	Description	No. of Occurrences	Frequency	Duration	CPT
8013	Direct Child Service-Home	2	Week	60	CPT

1

[Print](#)
[Request Reprint](#)
[Unit Summary](#)
[List Claim](#)
[Claim Entry](#)
[Back](#)

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7. View the authorization's detail information.

How Do I Print the Details of an Authorization

Use this exercise to display a printer-friendly page that contains detailed authorization information which can be printed on your printer.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The [Search Authorizations](#) page displays.

The screenshot shows a web browser window titled 'Authorization Search - Microsoft Internet Explorer'. The page has a blue header with the title 'Search Authorizations' and a navigation bar with links: 'Home', 'Provider Account Management', 'User Options', 'Help', 'Log Off', and 'Site Map'. Below the header, there is a section titled 'Search Criteria' with the instruction: 'To perform a search select a search option, enter the search criteria and then select the **Search** button.' The search criteria are organized into four groups, each with a radio button for selection:

- Child Id**: A text input field.
- Child Name**: Two text input fields for 'Last Name' and 'First Name'.
- Authorization**: A text input field for 'Authorization #'.
- Date Range**: A dropdown menu for 'Type', and two text input fields for 'Start Date' and 'End Date'.

At the bottom of the search criteria section are two buttons: 'Back' and 'Search'. The footer of the page includes 'Ver: 1.0', 'Copyright (c) 2004 Missouri Department of Elementary and Secondary Education', and a link to 'Privacy Terms'. The browser's status bar at the bottom indicates 'Menu ready for use' and 'Local intranet'.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child Id
 - Authorization #
 - Last Name
 - First Name
 - Type

- Start Date
 - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The [Authorization List](#) page displays.

Authorization List
Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Filter

☒ Show Active Only

Search Results

Detail	Auth Number	Start Date	End Date	▲ Child Last Name	Child First Name	Child ID	DOB	Status	Provider
	A999999999-9	10/3/2002	4/20/2005	Any Child Last Name	Any First Name	999999999	4/21/2019	Active	LastName1, FirstName1

1

Print **Back**

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Menu ready for use Local intranet

6. Click the **Detail** icon next to a specific authorization in the **Search Results List** table. The [Authorization Detail](#) page displays.

Authorization Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Authorization Number A999999999-9
Service Type Speech Language Pathology
Authorization Type Service
Acct 111111111 -0000
Print Date 10/17/2002

Authorization Status Active
Dates 10/03/2002 To 04/20/2005
Eff. Cancel Date
Provider LastName1, FirstName1
Reprint Date

El Code	Description	No. of Occurrences	Frequency	Duration	CPT
8013	Direct Child Service-Home	2	Week	60	CPT

[Print](#)
[Request Reprint](#)
[Unit Summary](#)
[List Claim](#)
[Claim Entry](#)
[Back](#)

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- Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View CPT Information for an Authorization

Use this exercise to view CPT information for a specific authorization.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The [Search Authorizations](#) page displays.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child Id
 - Authorization #
 - Last Name
 - First Name
 - Type
 - Start Date

- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The [Authorization List](#) page displays.

Authorization List

Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Filter

☒ Show Active Only

Search Results

Detail	Auth Number	Start Date	End Date	Child Last Name	Child First Name	Child ID	DOB	Status	Provider
	A999999999-9	10/3/2002	4/20/2005	Any Child Last Name	Any First Name	999999999	4/21/2019	Active	LastName1, FirstName1

Print **Back**

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Menu ready for use Local intranet

6. Click the **Detail** icon next to a specific authorization in the **Search Results List** table. The [Authorization Detail](#) page displays.

Authorization Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Authorization Number A999999999-9
Service Type Speech Language Pathology
Authorization Type Service
Acct 111111111-0000
Print Date 10/17/2002

Authorization Status Active
Dates 10/03/2002 To 04/20/2005
Eff. Cancel Date
Provider LastName1, FirstName1
Reprint Date

Authorization Line					
El Code	Description	No. of Occurrences	Frequency	Duration	CPT
8013	Direct Child Service-Home	2	Week	60	CPT

[Print](#) [Request Reprint](#) [Unit Summary](#) [List Claim](#) [Claim Entry](#) [Back](#)

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Menu ready for use Local intranet

- Click the **CPT** link next to a specific authorization in the **Authorization Line** table. The [CPT](#) page displays.

CPT For El Code

File Edit View Favorites Tools Help

El Code

CPT Detail

Close

- View the authorization's CPT information.

How Do I View Unit Summary Information for an Authorization

Use this exercise to view unit summary information for a specific authorization.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The [Search Authorizations](#) page displays.

The screenshot shows a web browser window titled 'Authorization Search - Microsoft Internet Explorer'. The page has a blue header with the title 'Search Authorizations' and a logo for 'Missouri First Steps EARLY INTERVENTION'. Below the header is a navigation bar with links: 'Home', 'Provider Account Management', 'User Options', 'Help', 'Log Off', and 'Site Map'. The main content area is titled 'Search Criteria' and contains instructions: 'To perform a search select a search option, enter the search criteria and then select the **Search** button.' There are four search criteria sections, each with a radio button and a text input field: 'Child Id' (with a sub-label 'Child Id'), 'Child Name' (with sub-labels 'Last Name' and 'First Name'), 'Authorization' (with a sub-label 'Authorization #'), and 'Date Range' (with a 'Type' dropdown menu and 'Start Date' and 'End Date' input fields). At the bottom of the search criteria section are 'Back' and 'Search' buttons. The footer of the page includes 'Ver: 1.0', 'Copyright (c) 2004 Missouri Department of Elementary and Secondary Education', and a 'Privacy Terms' link. The browser's status bar at the bottom shows 'Menu ready for use' and 'Local intranet'.

4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child Id
 - Authorization #
 - Last Name
 - First Name
 - Type
 - Start Date

- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The [Authorization List](#) page displays.

Authorization List

Any User

Home Provider Account Management User Options Help Log Off Site Map

Search Filter

☒ Show Active Only

Search Results

Detail	Auth Number	Start Date	End Date	Child Last Name	Child First Name	Child ID	DOB	Status	Provider
	A999999999-9	10/3/2002	4/20/2005	Any Child Last Name	Any First Name	999999999	4/21/2019	Active	LastName1, FirstName1

Print **Back**

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Menu ready for use Local intranet

6. Click the **Detail** icon next to a specific authorization in the **Search Results** table. The [Authorization Detail](#) page displays.

Authorization Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Authorization Number A999999999-9 **Authorization Status** Active
Service Type Speech Language Pathology **Dates** 10/03/2002 To 04/20/2005
Authorization Type Service **Eff. Cancel Date**
Acct 111111111 -0000 **Provider** LastName1, FirstName1
Print Date 10/17/2002 **Reprint Date**

El Code	Description	No. of Occurrences	Frequency	Duration	CPT
8013	Direct Child Service-Home	2	Week	60	CPT

Print Request Reprint Unit Summary List Claim Claim Entry Back

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7. Click **Unit Summary**. The [Unit Summary](#) page displays.

Unit Summary

Units Authorized 419
Units Used 68
Units Remaining 351

Close

8. View the authorization's unit summary information.